

# agenda

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## **AGENDA ENFIELD TOWN COUNCIL REGULAR MEETING**

**Monday, October 19, 2009  
7:00 p.m. – Council Chambers**

**6:50 Public Hearing: Sword Avenue**

- 1. PRAYER – William Ragno**
- 2. PLEDGE OF ALLEGIANCE.**
- 3. ROLL CALL.**
- 4. FIRE EVACUATION ANNOUNCEMENT.**
- 5. MINUTES OF PRECEDING MEETINGS.**
  - Special Meeting – October 5, 2009
  - Regular Meeting – October 5, 2009
- 6. SPECIAL GUESTS.**
  - Lori Gates and Joel Cox – [Enfieldhooah.org](http://Enfieldhooah.org)
  - Roger Leblanc and Linda Bridge – Enfield Food Shelf
- 7. PUBLIC COMMUNICATIONS AND PETITIONS.**
- 8. COUNCILMEN COMMUNICATIONS AND PETITIONS.**
- 9. TOWN MANAGER REPORT AND COMMUNICATIONS.**
- 10. TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
- 11. REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**



**12. OLD BUSINESS.**

**A. Appointment(s) - Town Council Appointed.**

1. **Area 25 Cable Television Advisory Committee** - The term of office of Robert W. Tkacz (R) expired 06/30/2006. Reappointment or replacement would be until 06/30/10. (Tabled 06/05/2006)
2. **Loan Review Committee (Alternate)** - A vacancy exists due to the appointment of Paul Coffey (U) to a regular member. Replacement would be until 12/31/2010. (Tabled 02/17/09)
3. **Commission on Aging (Alternate)** – A vacancy exists due to the appointment of Judith Partidge (U) to a regular member. Replacement would be until 12/31/2011. (Tabled 09/08/09)

**B. Appointment(s) - Town Manager Appointed/Council Approved.**

1. **Housing Code Appeals Board** - The term of office of Constance P. Harmon, alternate (R) expired on 05/01/2001. Replacement would be until 05/01/2011. (Tabled 05/07/2001)
2. **Housing Code Appeals Board** - The term of office of Lawrence P. Tracey, Jr. (R), insurance, alternate, expired 05/01/2006. Replacement would be until 05/01/2011. (Tabled 05/01/2006)
3. **Building Code Appeals Board** – A vacancy exist for contractor (D), expired 11/01/2004. Replacement would be until 11/01/2009. (Tabled 11/25/2004)
4. **Building Code Appeals Board** - A vacancy exists due to the resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement would be until 11/01/2011. (Tabled 10/16/2006)
5. **Fair Rent Commission** - A vacancy exists due to the resignation of Tom Baziak, Homeowner (D). Replacement would be until 06/30/2009. (Tabled 11/20/2006)
6. **Fair Rent Commission** - A vacancy exists due to the resignation of Pamela Hall, Tenant (D). Replacement would be until 06/30/2009. (Tabled 11/20/2006)

**C. Discussion:** Town Owned Properties. (Tabled 11/26/2007)

**D. Discussion:** Establish Community Center Study Committee. (Develop Charge and Appoint Members) (Tabled 01/05/2009)

**E. Discussion/Resolution:** Setting a Public Hearing to Amend Town Code Chapter 74, Article IV – Snow and Ice Removal from Sidewalks. (Tabled 02/02/2009)

**F. Discussion:** Waste to Energy (Tabled 06/15/2009)



- G. **Discussion/Resolution:** Resolution for EZIQC Construction Procurement Side Letter Agreement Authorization. (Tabled 09/21/2009)

**13. NEW BUSINESS.**

**A. Consent Agenda – Action.**

**B. Appointment(s) – Town Council Appointed.**

1. **Ethics Commission** – The term of office of Kevin Hobson (U) resident, expires on 10/31/09. Reappointment or replacement would be until 10/31/2011.
2. **Ethics Commission** – The term of office of Jude Parrow, (D) Alternate, expired on 10/31/2009. Reappointment or replacement would be until 10/31/2011.
3. **Ethics Commission** – The term of office of Mark Sargent (R) resident, expired on 10/31/2009. Reappointment or replacement would be until 10/31/2011.
4. **Ethics Commission** – The term of office of Kenneth Varriale, (U) resident, expired on 10/31/09. Reappointment or replacement would be until 10/31/2011.
5. **Ethics Commission** – A vacancy exists due to the resignation of Richard Villeneuve, (U) Chairman, 10/31/2009. Replacement would be until 10/31/2011.
6. **Loan Review Committee** – A vacancy exists due to the resignation of Charles Duren (R), Replacement would be until 12/31/2009.

**C. Appointment(s) – Town Manager Appointed/Council Approved.**

**D. Discussion:** Discussion of Withdrawal from Health District.

**14. ITEMS FOR DISCUSSION.**

**A. \*\*Consent Agenda – Review.**

1. **Discussion/Resolution:** Request for Transfer of Funds for Community Development Temporary/Seasonal Account \$2,500.
2. **Discussion/Resolution:** Request for Transfer of Funds for Risk Management Consulting Services \$500.
3. **Discussion/Resolution:** Request for Transfer of Funds for Community Development HCD Grants Account \$10,000.





**B. Appointment(s) – Town Council Appointed.**

1. **Loan Review Committee** – A Vacancy exists due to the resignation of Mary Lavorgna (U). Replacement would be until 12/31/2009.

**C. \*\*Appointment(s) – Town Manager Appointed/Council Approved.**

1. **Building Code Appeals Board** – The term of office of Gary Sullivan (R) expired 11/01/2009. Reappointment or replacement would be until 11/01/2014.

**D. \*\*Discussion/Resolution:** Request for Transfer of Funds for Human Resources Professional Services \$25,800.

**E. \*\*Discussion/Resolution:** Request for Transfer of Funds for Public Safety JAG Local Pass Through Grant Program \$30,000.

**F. \*\*Discussion/Resolution:** Request for Transfer of Funds for Public Safety E. Byrne Memorial Grant \$16,000.

**G. \*\*Discussion/Resolution:** Resolution Authorizing the Sale of a Parcel of Land Owned by the Town of Enfield.

**H. \*\*Discussion/Resolution:** Resolution to Preliminarily Endorse Capital Region Council of Government's Creation of a Central Connecticut Solid Waste Authority.

**I. \*\*Discussion/Resolution:** Resolution for the Adoption of "A Program of Action: Open Space and Farmland Preservation in Enfield."

**J. \*\*Discussion/Resolution:** Resolution to Accept the Assignment of 29 Pleasant Road Sewer Easement form State of Connecticut.

**K. Discussion:** Fencing of Town Farm Road Recreation Property.

**L. Discussion:** Donation of Bleachers to Four Town Fair.

**15. MISCELLANEOUS.**

**16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.**

**17. COUNCILMEN COMMUNICATIONS.**

**18. ADJOURNMENT.**

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\* REMOVE FROM AGENDA

\*\* MOVE TO MISCELLANEOUS

\*\*\* WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT



**minutes**



**ENFIELD TOWN COUNCIL  
MINUTES OF A SPECIAL MEETING  
MONDAY, OCTOBER 5, 2009**

A Special Meeting of the Enfield Town Council was called to order by Acting-Chairman Nelson in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, October 5, 2009. The meeting was called to order at 5:34 p.m.

**ROLL CALL** – Present were Councilmen Bosco, Crowley, Dumont, Edgar, Kiner, Lee, Mangini and Nelson. Councilman Jones and Kaupin entered at 5:35 p.m., and Councilman Ragno entered at 5:44 p.m. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Daniel Vindigni; Town Clerk, Suzanne Olechnicki and Town Attorney, Kevin Deneen.

**DISCUSSION RE: CONSERVATION COMMISSION –  
OPEN SPACE/FARMLAND PRESERVATION**

Present from the Conservation Commission were Chairman Michael Dynia, Joanne Kneiss, Karen LaPlante and Gretchen Pfeifer-Hall.

Mr. Coppler stated the Conservation Commission previously came before the Council to talk about the Open Space/Farmland Preservation resolution, however, no action was taken. He noted the Commission is requesting the Council take action on this item.

Ms. Kneiss stated the Commission is asking the Council to approve this document because they see it as a fundamental piece of documentation required by the State from which they can look at grants and other things for farmland type objectives.

Ms. LaPlante stated the Commission believes this is a good document to move forward and it's still valid today. She noted the document contains goals, recommendations and objectives, and they're all consistent with the Plan of Conservation and Development, i.e., preserve farmland, create open space corridors along the Scantic and Connecticut Rivers, etc.

Chairman Kaupin stated his understanding this document is in harmony with the current and future Plan of Conservation and Development. Ms. LaPlante agreed and went on to note it's guaranteed that there's approximately \$15 million dollars per year that the federal government will be spending in Connecticut for the next five years for farm preservation. She noted Enfield should be able to tap into that money, and one of the programs works with municipalities and matching grants.

Councilman Nelson referred to the money that the Town collects for the fee in lieu of open space and questioned whether the Conservation Commission has access to that money to purchase land to connect pieces of land. Ms. LaPlante stated the Commission only makes recommendations. Mr. Coppler pointed out the Town would be the one

acquiring the land, and the Conservation Commission would make recommendations. Mr. Dynia stated it would be up to the Town Council to vote for the release of funds.

Councilman Nelson questioned how much money is in the account, and Mr. Coppler responded about \$800,000.

Councilman Nelson noted with the downturn in economy, perhaps now is the time to take advantage of these funds. Ms. LaPlante stated the best thing to do is to try and tie that money in with State money. She pointed out they were approved for a State grant, however, they haven't been able to acquire the property, therefore, they may end up losing that grant. She went on to note the Town would qualify for up to 65% of the appraised value from the State, and the Town would contribute the balance. She noted they don't know if that State money will be available going forward.

Ms. LaPlante stated one idea is to create an Open Space Task Force. She noted such a task force would be comprised of people from the Conservation Commission, the Planning & Zoning Commission, the Town Council, residents and business people. She stated such a group could develop an overall open space plan so they know where they're going.

Councilman Bosco stated his belief it would be wonderful to save some of the smaller farms. He noted there are not many tracts left, and it would be a shame to lose any more.

Councilman Mangini stated her belief this is a very creative way to approach this issue. She agreed the Town certainly needs to look after its farms. She stated her impression the only thing the Conservation Commission is seeking is support from the Town Council so they can do their work.

Councilman Lee suggested there be at least an annual update from the Conservation Commission as to how this is being implemented. He went on to question who would be the entity to foster a private trust in Enfield. Ms. Pfeifer-Hall stated they haven't determined that yet. She noted they would probably look at Suffield because they have a very active program and have been very successful.

Councilman Lee stated there has been discussion by the Revitalization Committee about using tools such as the transfer of development rights that benefit land conservation and scenery conservation. He noted this also has a flipside benefit to economic development activities, i.e., zoning and square footage of lots, etc.

Councilman Ragno stated his belief it's important the Town has a tool such as this. He noted it's incumbent upon grass root groups to seek funding wherever possible. He stated he will be supporting this.

Councilman Dumont questioned whether an update can be provided on all the different land acquisitions for open space.

Mr. Coppler stated the only one the Town has been working on that the Council is aware of is the Wolodko property. Mr. Vindigni noted a letter was sent notifying the property owner that the price range they're asking for their land was approximately double the appraisal.

Chairman Kaupin questioned if an update can be provided on the grange building. Mr. Coppler stated the Town received a letter saying the building belongs to the Town come December. He noted the Council will be acting on this at the next meeting.

**MOTION #564** by Councilman Jones, seconded by Councilman Nelson to go into Executive Session to discuss Personnel Matters, Pending Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #564** adopted 11-0-0, and the Special Meeting stood recessed at 6:00 p.m.

### **EXECUTIVE SESSION**

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 6:01 p.m.

**ROLL-CALL** – Present were Councilmen Bosco, Crowley, Dumont, Edgar, Jones, Kaupin, Kiner, Lee, Mangini, Nelson and Ragno. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Daniel Vindigni; Town Clerk, Suzanne Olechnicki and Town Attorney, Kevin Deneen.

Personnel Matters, Pending Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

Chairman Kaupin adjourned the Executive session at 6:37 p.m. He reconvened the Special Meeting at 6:38 p.m. and stated during Executive Session, Personnel Matters, Pending Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

### **ADJOURNMENT**

**MOTION #565** by Councilman Jones, seconded by Councilman Kiner to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #565** adopted 11-0-0, and the meeting stood adjourned at 6:39 p.m.

Respectfully submitted,

Jeannette Lamontagne  
Secretary to the Council

Suzanne F. Olechnicki  
Town Clerk  
Clerk of the Council



**ENFIELD TOWN COUNCIL  
MINUTES OF A REGULAR MEETING  
MONDAY, OCTOBER 5, 2009**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, October 5, 2009. The meeting was called to order at 7:00 p.m.

**PRAYER** – The Prayer was given by Councilman Nelson.

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was said.

**ROLL-CALL** – Present were Councilmen Bosco, Dumont, Edgar, Jones, Kaupin, Kiner, Lee, Mangini, Nelson and Ragno. Councilman Crowley was absent. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Daniel Vindigni; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen; Director of Libraries, Henry Dutcher, IT Webmaster, Scott St. Onge, Director of Public Works, Piya Hawkes; Deputy Director of Public Works, Geoffrey McAlmond; Chief of Police, Carl Sferrazza; Recreation Supervisor, Mary Keller

**FIRE EVACUATION ANNOUNCEMENT**

Chairman Kaupin made the fire evacuation announcement.

**MINUTES OF PRECEDING MEETINGS**

**MOTION #566** by Councilman Mangini, seconded by Councilman Ragno to accept the minutes of the September 21, 2009 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #566** adopted 8-0-2, with Councilmen Dumont and Lee abstaining.

**MOTION #566A** by Councilman Ragno, seconded by Councilman Jones to accept the minutes of the September 21, 2009 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #566A** adopted 8-0-2, with Councilmen Dumont and Lee abstaining.

**SPECIAL GUESTS**

**Web Streaming of E-TV**

Present for this discussion were Henry Dutcher and Scott St. Onge.

Mr. Dutcher stated there have been discussions over the past year about trying to do web streaming. He noted they have looked at this in a number of different ways, and in each

way they were coming up with five-figure annual fees. He credited Mr. St. Onge for his persistence and creativity in coming up with a free web streaming option. He noted this was officially rolled out today. He pointed out they cannot do all of the meetings that E-TV films, and they're only able to do the meetings that are filmed from the council chambers due to equipment. He noted they need the Trimaster in their studio to do the web streaming.

Mr. St. Onge gave a demonstration as to how the web streaming works. He noted they have the capacity to upload meetings for a month. He noted this option can be found on the front page of the Town's website, and it's entitled, "E-TV web videos". He estimated it takes about 24 to 36 hours to upload a meeting onto the web.

Mr. Dutcher pointed out this is not live web streaming because it does require a process to upload meetings onto the web.

Councilman Lee questioned whether a person can download a file from this menu. Mr. St. Onge responded no, people would not be able to save this directly.

Councilman Mangini questioned whether they can capture older Council meetings, or only Council meetings going forward, and Mr. St. Onge responded only meetings going forward.

Councilman Mangini questioned how long meetings will remain available, and Mr. St. Onge responded they can have them remain available as long as they like.

Chairman Kaupin questioned whether there's any ability to do live web streaming in the future. Mr. Dutcher responded it may be possible in the future, however, it might take an investment. He added he doesn't expect that to happen anytime soon.

Councilman Kiner questioned whether they'll still be offering hard copies at the library, and Mr. Dutcher responded yes.

### **PUBLIC COMMUNICATIONS & PETITIONS**

Jack Sheridan, 7 Buchanan Road

Expressed his appreciation for the signs that were erected in the Powder Hollow area. He noted they are working well.

Debbie Tremblay, 53 Sword Avenue  
Sue Lavoie, 49 Sword Avenue  
Terry Kakluskas, 40 Sword Avenue

Ms. Tremblay referred to the possible sale of a property located at 51 Sword Avenue. She noted she wrote a letter last April to Mr. Coppler and Mr. Duren with some questions and information specific to the sale, however, she heard nothing back from them. She stated it was then assumed the Town was no longer interested in selling the lot.

She stated last week, the Town sent out a crew to measure the property to determine exactly where the property lines are located. She noted it's now understood that property will be put up for sale.

Ms. Tremblay stated in her April letter, she stated neighbors feel the property should remain as is and not sold as a building lot. She noted the house next to hers – 55 Sword Avenue is uninhabited and due to be foreclosed soon. She stated across the street from 55 Sword Avenue is another uninhabited home where the Town had to send someone in to clean up the property. She stated any other dwelling would probably not be necessary or desirable and would infringe on the privacy and ambience of the neighborhood as it is now.

She stated the lot at 51 Sword Avenue is a suitable lot for building, but because of the way the lot is situated, any house built there would most likely have to be squeezed in sideways and would effect the privacy of current homeowners and the new homeowner as well.

Ms. Tremblay acknowledged the Town doesn't wish to hold on to the property and could use the money the sale of the property would generate. She noted it's also understood the Town doesn't want to be liable for that property. She went on to point out Sword Avenue is a nice residential street, and the Town should really try to keep it as it is. She noted they have deer in their yards, and there are lots of children riding bikes on the street. She stated the neighbors would be most grateful if the Town would reconsider the sale of the property and look for other ways to eliminate liability and generate some income.

Kelly Hemler, Hartford Avenue  
Wendy LaVoie, Garden Street

Ms. Hemler stated they are present for Voices for Thompsonville. Ms. LaVoie stated they are gearing up for the second annual Halloween Fest, which will be held at the Thompsonville Creamery on Saturday, October 31<sup>st</sup>. She noted they are looking for volunteers, and interested people can visit their website at [voicesforthompsonville.org](http://voicesforthompsonville.org), or they can contact Sue Reed.

Ms. Hemler stated they are also looking for sponsors to buy candy and supplies. Ms. Lavoie stated their next meeting is scheduled for October 15 at 7:00 p.m. at the Polish Home on Alden Avenue. She noted this will be an opportunity for Thompsonville residents to meet and greet all the candidates for the Town Council.

Paul DeGregorio, 15 Debbie Lane

Stated on March 11, 2009, he met with Councilman Dumont and Mr. Coppler. He noted they had a two and a half hour meeting. He stated they started off the meeting by looking at police statements where Christine was being abused physically, verbally and mentally by her husband at the time. It also showed where she was being abused by her husband's children from a previous marriage, and Councilman Dumont was shown how no one was arrested – not her husband, nor any of his children. He stated Councilman Dumont was also shown a report from a psychiatrist where Christine suffered from post-traumatic stress disorder because she was being physically, verbally and mentally abused. He noted she was a battered woman before he knew her.

Mr. DeGregorio stated Councilman Dumont was shown that his neighbor called the police and accused him of swearing at him. He noted Councilman Dumont listened to the 911 tape when his neighbor made this accusation. He stated three police cars with four police officers were at his home in 42 seconds. He noted he has documentation showing this. He questioned if this was a major crime. He stated he showed Councilman Dumont the CD because he came right out of his home with the Camcorder. He noted although the neighbor accused him of swearing, the police stated they received a phone call that he was trespassing on private property. He stated the police ordered him to keep his hands forward and not to make any sudden movement, however, he almost dropped his phone and the police officer grabbed his gun.

He stated he then asked Councilman Dumont what she thought of this, and she stated he needs to get a lawyer and file a lawsuit. He noted he responded he does not have to get a lawyer and file a lawsuit because Councilman Carol Hall didn't need one. He pointed out in 2003/2004 Councilman Hall said she was being threatened, harassed, intimidated and bullied by other Town Council members on the Town Council. He noted Councilman Dumont stated she never heard anything about this. He stated Councilman Hall was able to get an investigation, which cost the taxpayers of Enfield \$19,000, and she did not have to come up with any of her own money.

Mr. DeGregorio stated the lawyers he has spoken with said he's involved with dirty judges, dirty cops and a dirty bail commissioner. He noted Attorney Henry D. Marcus stated last year in Hartford Civil Superior Court that an investigator working for Christopher Parakilas lied. He noted he said the bail commissioner in 1997 was also involved. He questioned Councilman Dumont as to what she thought of this, and he was

told he needed to get a lawyer. He pointed out he wrote letters to Richard Blumenthal and everyone, however, no one wants to do anything.

David Gugere, 19 Burnham Street

Referring to the Blight Ordinance, he stated a woman at 17 Burnham Street has not cut her lawn in over two and a half years, and he has been making complaints since then. He noted she has also been raking her leaves for the past 30 years up against the fence, and her tree is growing onto his mother's garage. He noted there is also an awful smell, and when he cuts the lawn he's bitten by insects. He stated he is getting nowhere, and he would like this resolved.

Paul DeGregorio, 15 Debbie Lane

Stated on October 28, 2008 in Hartford Civil Superior Court, Attorney Henry D. Marcus, on the witness stand, under oath, said that an inspector, an investigator for Christopher Parakilas's office, was in collusion with the bail commissioner in 1997. He pointed out that bail commissioner is now an Enfield Police Officer. He noted the State inspector lied, along with the bail commissioner in 1997. Mr. DeGregorio stated not only were the names of these two people brought up, but also brought up was the lawyer for his father's estate, and it was said he was involved in all of this. He noted a bail commissioner, who is an Enfield Police Officer, and a State investigator for Christopher Parakilas were involved in setting him up and causing him to revoke his release, revoke his bond, and they lied about the whole thing.

Mr. DeGregorio stated he called up the Chief State Attorney, John Whalen, regarding this, and he stated even if these allegations are true, there's only a five-year statute of limitations. He noted he told John Whalen he just learned about this and was told it doesn't matter.

He stated his belief the FBI should set up a satellite office right here so they can clean house and go through the entire police department.

Mr. DeGregorio stated he was before the Council in January, and the Council turned their back on him. He pointed out many people were in disbelief about that. He stated his belief if the Council has any integrity, they would want to do something.

### **COUNCILMEN COMMUNICATIONS & PETITIONS**

Councilman Dumont stated she recalls the meeting with Mr. DeGregorio in March, 2009. She stated she listened to many issues he presented and at that time, her recommendation was for Mr. DeGregorio to procure himself counsel to represent his case.

Councilman Dumont referred to public comments about the property at 51 Sword Avenue and pointed out there's an item on tonight's agenda to set a public hearing regarding the sale of that property.

Councilman Dumont stated the Enfield Public Library will be hosting their annual Fantastic Fire Truck Day on Saturday, October 10<sup>th</sup> from 10:00 p.m. until noon.

Councilman Dumont spoke about the web letter available on the Town's website, and this letter contains good information about the upcoming election and the four voting sites. She noted there's also information about proper recycling and the flu.

Councilman Dumont requested an update from the Town Attorney regarding the CL&P transmission line routes.

Councilman Mangini stated the Enfield Food Shelf is currently seeing a great increase in numbers. She noted last week alone, they had a total of 356 families looking for assistance with food. She stated that need will grow as the holidays approach. She noted rather than give food, she encouraged people make a monetary donation. She also encouraged people help at the soup kitchen where numbers have also grown.

Councilman Bosco stated he has called Town Hall multiple times about the complaint from 19 Burnham Street. He noted things move too slowly. He stated he would like some answers regarding this complaint.

Councilman Bosco stated he still hasn't seen anything done about the Town Farm Road hill. He noted the fence is still falling down, and people are still depositing trash in this area. He noted he'd like to see things move a little quicker.

Councilman Bosco stated he hasn't heard anything about Mullen Road where the road is collapsing. He noted he is still waiting for a report on this.

Councilman Jones stated at the last Board of Education meeting, they passed a resolution concerning a new copier contract. He noted this is a five-year contract. He questioned whether the school system can do long-term contracts without Council approval. He noted this was also bid through CRCOG, and he wants to know the legalities concerning that. He added it appears there wasn't a needs analysis done, and it's his understanding there was no consultation with the IT Department. He stated his hope the Board of Education will discuss this further. He stated he would like these questions answered by the Town Attorney.

Councilman Lee stated he would like to know the cost to add a crosswalk at the intersection of Route 5 and High Street. He noted a couple pedestrians were struck in this area recently.

Councilman Lee stated he would like to look into parking issues in Hazardville. He noted he will talk further about this with the Town Manager's office.

Councilman Kiner referred to Councilman Mangini's comment about donating funds to the Food Shelf and stated his understanding that for every dollar donated to the Food Shelf, the Food Shelf is able to buy \$3.00 worth of food. He suggested having a dress down Council meeting where they pay \$10 to dress down, and that money could be donated to the Enfield Food Shelf.

As concerns the Blight Ordinance, Councilman Kiner requested an update from the Town Attorney's Office.

Councilman Ragno suggested looking into fluorescent paint for crosswalks in busy areas.

Councilman Ragno requested an update on collections.

Councilman Dumont stated she received a call from a constituent who wanted to know what procedure the Town has in place for school and town buildings as concerns checking for air quality and mold issues. She questioned whether this is done in-house or by a contractor.

Councilman Dumont stated a couple people asked when leaf vacuum service will start and how people can learn about the schedule.

Councilman Nelson stated Laughlin Road is atrocious and needs to be graded.

Councilman Nelson questioned why the Town is shoveling sidewalks on private property for certain people.

Councilman Nelson stated there will be a public hearing on Sword Avenue, and the Council can discuss that matter when the public hearing is done.

**MOTION #567** by Councilman Nelson, seconded by Councilman Mangini to move to Miscellaneous Items 14 D, E, F, G, H, I, and J.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #567** adopted 10-0-0.

Chairman Kaupin stated last week, Northeast Utilities, Mr. Reale, who owns property near Metro North, and the Tyler's held a site tour. He reminded the Council this is the property that's considered shovel ready, and the Town worked with Northeast Utilities to get the property to be shovel ready as an incentive for development in that area. He noted a meeting was held on site, and it was very encouraging to have quite a few developers and real estate agents for commercial development to come and view this site and hear the presentation from Northeast Utilities, Mr. Reale and from the State of Connecticut as well. He stated Mr. Coppler and Mr. Warren were also present. He noted they were also supported in comments by Mass Mutual and Eppendorf, who spoke about their experiences in coming to Enfield and working through the Development Services Department. He stated hopefully when the economy improves, that prime piece of commercial real estate could be developed.

Chairman Kaupin stated last Wednesday, he and Councilman Mangini attended the groundbreaking at the new Hartford Hospital Health Center on Hazard Avenue.

Chairman Kaupin stated he attended the dedication of the over 55 St. Francis residence housing last Friday. He noted these are very nice units.

Chairman Kaupin stated at the October 19<sup>th</sup> meeting, Roger LeBlanc will be a special guest, and he will give an update on the population that the Enfield Food Shelf is serving. He noted a changeover was recently done at the food shelf whereby clients shop for the items they require, rather than be given full bags of items they might not need or use.

Chairman Kaupin stated he's been working on a new website with Joel Cox of Social Services along with a resident, Lori Gates. He pointed out this is a site where Enfield residents can go if they have a family member in the military who has been deployed overseas. He noted family members can go to this website to learn about a whole host of services. He pointed out this was brought up as a suggestion a couple months ago by Lori Gates. He noted the website address is enfieldhooah.org. He stated Lori Gates and Joel Cox will make a presentation on October 19<sup>th</sup>.

### **TOWN MANAGER REPORT & COMMUNICATIONS**

Mr. Coppler apologized to the Sword Avenue residents regarding the letter for which they did not receive a response.

He stated there will be an electronics recycling collection at the DPW complex on Moody Road on Saturday, October 10<sup>th</sup> from 9:00 a.m. to 1:00 p.m. He pointed out there are other communities where residents can take electronics if they're unable to make the



October 10<sup>th</sup> collection in Enfield. He noted those sites and dates are on the Town's website.

As concerns the copier lease, Mr. Coppler stated this was discussed with the IT Department. He stated his understanding the goal is to get rid of a lot of the single printers within offices and go to a more cost effective manner of printing and copying.

Mr. Coppler invited Mr. Hawkes and Mr. McAlmond to come forward to address some inquiries.

Mr. Hawkes stated the cost of installing the crosswalk with the lights, and the actual paint on the roadway will cost approximately \$15,000. Mr. Coppler added the Town did receive federal funding for the replacement of the Freshwater Brook bridge, and it was believed that during that project, it would be appropriate to also install the crosswalk at the same time. Councilman Lee questioned the possibility of painting the lines in the roadway in the meantime. Mr. Coppler indicated they would check into that.

As concerns Mullen Road, Mr. Hawkes stated he and the Highway Superintendent looked into this, and it will cost \$22,000 to \$25,000 to correct this section of road, and that would be using the State on-call contractor.

Councilman Bosco stated something needs to be done to prevent a rollover. Mr. Coppler questioned whether there's adequate funding in the budget with some re-prioritization. Mr. Hawkes responded yes, however, the contractor wouldn't be able to do this project until mid-November, and that is when the plants close down.

Councilman Bosco questioned what can be done in the meantime. Mr. Hawkes indicated they will look into this.

Mr. Hawkes stated leaf vacuuming will start November 9<sup>th</sup> and continue to the first week in December. He noted AIC was contacted, and they're willing to provide four people. He noted the Department of Corrections wants a time line and what the program entails. He stated he sent them that information and is waiting for a response.

As concerns the leaf vacuum schedule, Mr. McAlmond stated notices will go in the paper the second week of October, and there will be something every week thereafter, including notice in The Reminder, E-TV and the Town's website.

Councilman Nelson questioned what kind of response the Town received concerning leaf rakers, and Mr. McAlmond responded over 100 applicants applied.

As concerns leaf vacuuming, Councilman Ragno questioned if there's a cost effective plan in place. Mr. McAlmond stated the intention is to bring material to the transfer station, and they're in the process of applying for a composting permit.

Mr. Hawkes stated they also purchased leaf bags as well, and they'll be available at the Senior Center, the Lamagna Center, and Public Works. He noted the cost is \$1.69 for a pack of five.

Councilman Dumont stated she has had complaints concerning safety issues regarding the use of Department of Correction workers because they will be in residential neighborhoods. She noted she'd rather use part-time employees and give that work to residents.

Councilman Ragno disagreed noting the Town is already using AIC personnel in and around town for various projects. He noted these would not necessarily be hard-core criminals. He noted this is cost effective for the Town of Enfield and would be a form of rehabilitation for these people.

As concerns testing air quality, Mr. McAlmond stated they respond to any request or concern regarding air quality. He noted they have a private vendor on retainer who comes in and takes samples and reports the results. He stated they are obligated to be an independent third party, and they have to report exactly what they find or they could lose their credentials. He noted on an annualized basis, they randomly sample different schools to get a general handle on whether or not there are any issues.

Mr. McAlmond stated they had two positions come over from the Board of Education – a carpenter's helper and a carpenter. He noted both of these people hold the asbestos abatement license, which allows them to work in an educational facility as well as a public building. He stated they're allowed to abate three square feet or less. He noted it's required they either have employees on line with that for the Board of Education or they have a vendor. He stated it's obviously less expensive to have the employees. He noted over the course of this past summer, they did an extensive amount of remedial work in Fermi High School, and if they had to call in a vendor, it would have been extremely expensive.

He stated they negotiated with the two unions involved with the consolidation of the custodial group and the building and grounds group. He stated they came to an agreement on the labor rate, which is the next highest labor rate in the Public Works union, and that rate would be \$21.17 per hour. He noted the existing employees that came over from the Board of Education currently make \$22.74 per hour, and they're obligated to continue to pay that rate. He stated the job description is a result of that negotiation, as well as the labor rate.

Councilman Bosco stated according to E-TV, the Town does not take tires any longer. Mr. Hawkes stated Town Fair Tire or any other tire vendor will take the tires for a fee. Chairman Kaupin questioned why the Town is no longer taking tires. Mr. Hawkes responded CRRA no longer takes tires. Mr. Coppler indicated they will look into this further, and Mr. McAlmond indicated there may be some alternate facilities that take tires.

As concerns the town removing snow from sidewalks and mowing along the roadside, Mr. Coppler stated he and Mr. Hawkes started a discussion on this last week. He noted he has to follow-up on one more question before he can respond to this. He stated he will have an answer within the next couple days.

Mr. Coppler stated they'll send someone out to look at Laughlin Road.

Councilman Jones stated the landscaping is neglected on Palomba Drive. He questioned if something can be done about that. Mr. McAlmond stated perhaps they can push this toward the Adopt-A-Spot program.

Mr. Coppler stated he will provide a response to Councilman Bosco and the Burnham Road resident tomorrow.

Mr. Vindigni stated Town employees raise money for the Food Shelf by having dress down Fridays. He noted this program has been going on for five years, and it was spearheaded by Joyce Plasse in the Town Clerk's Office.

Mr. Coppler stated he will provide an update on collections tomorrow.

Councilman Lee stated earlier today there was a CCM notice on the State budget that was adopted. He questioned if there's anything notable that the Council should be paying attention to, and Mr. Coppler stated he has not had the opportunity to look at that to see if there's anything they are not aware of.

#### **TOWN ATTORNEY REPORT & COMMUNICATIONS**

Attorney Deneen stated he attended the Connecticut Siting Council's joint meeting with the Massachusetts Electrical Facility Siting Board. He noted he had the opportunity to cross-examine. He stated the evidence is pre-filed in these cases, and it was clear from the environmental impact to the economics of this that the preferred route would be the northern route. He noted this route does not go through Enfield. He stated the hearing process is continuing, and they tentatively scheduled additional dates in New Britain for October 21, 22, 27 and 28. He noted once those dates are confirmed, he will be attending

those meetings on behalf of the Town, and he will follow up with additional information for the Council.

As concerns the copier agreement and the ability to enter into a multi-year contract, Attorney Deneen stated if there is a non-appropriation clause where it says the contract is subject to further appropriation, or it can be defeated by a non-appropriation of funds so that the Board's obligation is limited to a single fiscal year, it is permitted for them under the law to do so. He went on to state he has not looked at the bid requirement portion of that as it might relate to the Charter requirements, however, he will do that and get a follow up to the Council.

Attorney Deneen referred to Councilman Kiner's inquiry regarding property maintenance and noted he briefly spoke to the Town Manager, and they will reconvene the Property Maintenance Task Force and try to present some options for the Council to explore.

Councilman Nelson stated he recalled the Board of Education had to come to the Council when they wanted to enter into a multi-year contract for purchasing heating fuel. It was pointed out that the Town entered into that as well.

#### **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL**

Councilman Ragno stated they had a refarming subcommittee report, which has to do with the reallocation of frequencies for public safety, EMS, etc. He noted they're approaching the Phase II portion of this, and money has been allocated for that. He stated future Councils will have to be mindful about trying to set aside significant amounts of dollars for this project. He pointed out this is about a ten million dollar project. He noted this is being mandated by the FCC, and it has to be done by 2013.

Councilman Mangini questioned if they can schedule the next refarming meeting so they can start putting together meetings on a regular basis. She stated her belief if they can stay on top of this issue, they have a better chance of surviving this.

Mr. Coppler stated Phase I is done, and Phase II started right away. He noted they're looking at mid-December for the Committee to meet and hear the report from the Phase II study. He stated once that's agreed to by the committee, they will be bringing it before the full Council probably the first meeting in January, 2010. He noted the Town received notice that they made it through the Committee at the Senate level for \$750,000 toward the actual equipment and construction of the system. He stated they let federal officials know they need to get a lot more funding. He noted this will incur a large amount of money coming from the local residents. He stated this will have a long-term impact on the Town's budget, and there isn't much choice.

Councilman Lee commended Councilmen Mangini and Ragno for their strong leadership in this issue. He questioned if there's any opportunity for this refarming to be a more regional activity. Mr. Coppler stated everyone seems to be going in their own direction because there really isn't a strong central leadership on this.

Councilman Lee questioned if there's a way to raise this at CCM. Councilman Mangini stated the National League of Cities is on top of broadband. She noted Joe Courtney's office is currently researching to see if there might be some broadband funding available through another source that the town can tap into. She agreed they really need to look at regionalization with other towns banding together.

Mr. Coppler stated if the wherewithal and the will were there from the State to take a leadership role in this, it would be a lot better for communities such as Enfield to deal with this issue in a more cost effective way.

Councilman Lee stated there has been some discussion on the Cultural Arts Commission about their overall charge and the mission of that commission, as well as some guidelines that need to be put in writing and shared with the commission concerning financial controls and things relating to insurance and liability. He noted it should be determined whether they want to keep within that commission's charge the ability to run things outside of Enfield. Also, are they in some cases mimicking what's going on within the Recreation Department. He acknowledged they're running a successful programs, but are they fulfilling the current mission and does it need to be tweaked to more accurately reflect what the Council wishes them to be doing. He recommended adding a few more members to spread the workload around.

Chairman Kaupin stated this is something the new Council would need to deal with early on.

Councilman Nelson stated he and Councilman Ragno met with the Chief of Police, the Public Safety Director, and the Town Manager for a Public Safety Committee meeting. He noted they discussed several issues. He commended the Chief of Police for his number one priority being more officers on the streets. He thanked the Town Council for their support of Public Safety.

#### **APPOINTMENTS (TOWN COUNCIL)**

All Town Council appointments remained tabled.

**APPOINTMENTS (TOWN MANAGER)**

**MOTION #568** by Councilman Nelson, seconded by Councilman Jones to approve the Town Manager's recommendation to reappoint Robie Staples (U) to the Inland Wetland and Watercourse Agency for a term which expires 6/30/2013.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #568** adopted 10-0-0.

Items C, D, E, F, and G. remained tabled.

**NEW BUSINESS**

**MOTION #568A** by Councilman Lee, seconded by Councilman Ragno to remove item D. from the agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #568A** adopted 10-0-0.

**ITEMS FOR DISCUSSION**

**APPOINTMENTS (TOWN COUNCIL & TOWN MANAGER)**

All appointments will appear under New Business on the next Regular Meeting agenda.

**DISCUSSION RE: DISCUSSION OF WITHDRAWAL FROM HEALTH DISTRICT**

Mr. Coppler stated an analysis has been provided in the Council's packet. He noted this analysis has to do with moving from the North Central Health District to another created district that the Town of Enfield would have to spearhead and bring in a second entity. He noted in the most recent legislation, the State did away with the ability for a single municipal district. He noted his report lays out his recommendations if they were to go forward with this, i.e., staffing, projected costs and revenues. He explained there are certain statutory things the Town would have to do before January 1<sup>st</sup>. He noted they'd have to notify the North Central Health District that the Town intends to pull out of it, and that would take a resolution by the Council to do so. He stated they would then have to put together a plan for the State Health Commissioner to review, as well as a budget to approve. He noted if they do this before January 1<sup>st</sup>, they could then start their own district July 1, 2010. He stated if the Council gives the go ahead, the Town would then start reaching out to some of the surrounding towns to learn if they'd be interested in going into a new district with Enfield.

Councilman Nelson stated anyone that has dealt with the current district knows it's almost impossible. He noted that district does what they wish in their own time span. He stated his belief the Town has to do this.

Councilman Mangini stated she takes the opposite view. She referred to the cost to the Town of Enfield. She questioned what would happen to the health and safety of other towns. She questioned where would the Town house such a new department. She stated her belief there may be obstacles with the current Health Department, however, they do a good job. She feels this requires a lot of research.

Councilman Jones questioned what hurdles are anticipated with the State. Mr. Coppler responded as long as they comply with the statutes, the Town should be able to do this.

Councilman Jones stated if the Town is going to look at this, they should know all the variables involved for the Town. He requested more information for the next meeting, as well as what hurdles exist and how they will be overcome.

Councilman Jones stated if there is something that keeps the Town from expanding its tax base, the Council needs to address that. He noted he supports going in this direction.

Councilman Dumont agreed they need to pursue this avenue. She questioned how much a new district could be expanded if more than one town becomes interested in joining.

Mr. Coppler stated if several towns showed an interest in a new district, it might be better trying to make changes to the current district so it addresses the desires of the elected officials within those eight towns.

Councilman Edgar stated they need full details of this because years ago the Town did have that department. He noted the reason they got away from it was because they could not provide the detailed services required. He cautioned the Council to look very closely at this.

Mr. Coppler stated the concerns he has heard regarding the North Central Health District related to services are ones that we would not want to replicate as part of any new district. He noted it's really a function of staffing and having the appropriate amount of people to do the job. He noted the Town could not go into this with the thought they're going to save money from day one. He stated they are looking to provide a higher level of service.

Chairman Kaupin stated he would like to move forward to take the next step, gather the data from the state plus the surrounding communities and have this presented to the Council on October 19<sup>th</sup>. Mr. Coppler indicated staff would get to work on this right away.

**MISCELLANEOUS**

**MOTION #568B** by Councilman Mangini, seconded by Councilman Nelson to waive the reading of the resolution.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #568B** adopted 6-4-0.

**RESOLUTION #569** by Councilman Jones, seconded by Councilman Ragno.  
Transfer \$20,300 DMHAS Enfield  
**copy appended**

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #569** adopted 10-0-0.

**RESOLUTION #570** by Councilman Jones, seconded by Councilman Nelson.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	Information Technology Technology Equipment 240-01-0012-1210-00000-0734-00	\$80,682
FROM:	Capital Fund Capital Fund Transfer 240-01-0000-0000-18015-0000-00	\$80,682

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of September 24, 2009.

/s/ A. Lynn Nenni, Director of Finance

Mr. Coppler explained the revenue was provided for as part of the budget, as well as the expenditure. He noted this is just effecting the transfer of the money to accomplish those revenues and expenditures.



Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #570** adopted 10-0-0.

**RESOLUTION #571** by Councilman Nelson, seconded by Councilman Mangini.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	Transfer Out	
	310-01-2009-0001-8738-930	\$150,000
	310-01-2007-0001-8706-930	<u>\$112,786</u>
		\$262,786
FROM:	Technology Projects	
	310-01-2009-0001-8738-734	\$150,000
	310-01-2007-0001-8706-734	<u>\$112,786</u>
		\$262,786

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of September 24, 2009.

/s/ A. Lynn Nenni, Director of Finance

Councilman Lee questioned when these items will be in the classrooms, and Mr. Coppler stated his belief the laptops, LCD projectors and carts are already in.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #571** adopted 10-0-0.

**RESOLUTION #572** by Councilman Ragno, seconded by Councilman Mangini.

WHEREAS, the increased cost of vehicle fuels has resulted in tremendous increase to the cost of operating the Town of Enfield's vehicles; and

WHEREAS, the purchase of more efficient alternative fuel vehicles is more costly than a conventionally powered vehicle of comparable make and model; and

WHEREAS, the Connecticut Department of Transportation (CTDOT) is the administrator of the 2009 Connecticut Clean Fuel Program; and

WHEREAS, the Town of Enfield has expressed an interest to CTDOT in taking part in the "2009 Connecticut Clean Fuel Program"; and

WHEREAS, CTDOT has determined the Town of Enfield is eligible for a maximum incremental cost grant of \$7,200.00 each, for the purchase of up to two (2) Ford Escape 4WD Hybrid Electric Vehicle(s) and \$4,000.00 each, for the purchase of up to two (2) Chevrolet Malibu LS Hybrid Electric Vehicles; and

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby authorize and direct Matthew W. Coppler, as Town Manager in accordance with the Charter of the Town of Enfield and the applicable Connecticut Statutes and Regulations, to execute and deliver any and all documents on behalf of the Town of Enfield and to do and perform all acts and things which he deems necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents, to provide for the Town of Enfield's participation in the "2009 Connecticut Clean Fuel Program".

Mr. Coppler stated this would allow the Town to participate in this program as they go through the 2010/2011 budget. He noted this would make the Town eligible for reimbursement if they purchased these vehicles.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #572** adopted 10-0-0.

**RESOLUTION #573** by Councilman Jones, seconded by Councilman Nelson.

RESOLVED, that in accordance with Chapter VII, Section II of the Town Charter, the Enfield Town Council does hereby amend the classification plan to include the following new job descriptions for the Public Works Department:

Electrician  
Plumber  
Lead Carpenter  
Custodian  
Asbestos Abatement/Building Assistant

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #573** adopted 10-0-0.

**RESOLUTION #574** by Councilman Nelson, seconded by Councilman Mangini.

WHEREAS, the Town of Enfield owns a parcel of land containing approximately .152 acres located on the southerly side of Sword Avenue, shown as Lot 0166 on Assessor's Map 034, commonly known as 51 Sword Avenue and particularly described in a Certificate of Foreclosure recorded in the Enfield Records at Volume 625, Page 301; and

WHEREAS, the Town of Enfield acquired this parcel through a summary tax foreclosure in 1990; and

WHEREAS, the Town has received inquiries with regard to the sale of this parcel; and

WHEREAS, the Town Staff and the Town Council have reviewed this matter and have determined that there is no public need to retain municipal ownership of the land; and

WHEREAS, the Town Council, in accordance with Connecticut General Statutes 8-24, referred this matter to the Enfield Planning and Zoning Commission, which at its meeting of April 16, 2009 made a favorable recommendation to dispose of this parcel; and

WHEREAS, Connecticut General Statute 7-163c requires the legislative body of a municipality to conduct a public hearing prior to the sale, lease or transfer of real property owned by the municipality.

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby schedule a public hearing to be held on Monday, October 19, 2009 to begin at 6:50 p.m. in the Council Chambers of the Enfield Town Hall which is located at 820 Enfield Street, Enfield, Connecticut 06082 in order to receive public comment regarding the sale of the above-described parcel of land commonly known as 51 Sword Avenue.

Councilman Nelson stated this is going out for a public auction, which would give the neighbors the right to purchase that property.

Councilman Edgar questioned whether there are any encroachments on the property. Mr. Vindigni stated the Town Engineer determined there is a partial encroachment of part of the driveway from an abutter by about one-half foot onto the property which goes about seven and a half feet. He noted the Council will have that information prior to the next meeting.

Councilman Edgar questioned how long has that encroachment existed. Mr. Vindigni noted he can look into that. Councilman Edgar stated that encroachment can very well influence the value of that parcel and influence the sale since that's a minimum-sized lot.

Councilman Ragno questioned if this is going to go to public auction with a reserved bid, and Mr. Coppler stated he would recommend that.

Councilman Ragno stated a person would not be able to obtain title insurance if there's an encroachment on that property.

Councilman Nelson stated his belief that in the State of Connecticut, the municipalities are not held to the standards of adverse possession. He noted if a new house is built, the new driveway will most likely abut that driveway creating almost a double driveway. He stated a home can be built on that lot, facing the street because many of the other homes on that street are on lots that size.

Councilman Ragno requested the Town Attorney address that encroachment at the next meeting and the potential inability to possess title insurance.

Councilman Dumont questioned if the driveway is the only encroachment. Mr. Vindigni stated that is the only existing encroachment according to the Town Engineer's report.

Chairman Kaupin stated leadership received an e-mail from Jeffrey Bord, along with a map. He requested that be shared with the rest of the Town Council. Mr. Vindigni responded that will go out tomorrow.

Councilman Lee stated he will make an effort to check out the property before the Public Hearing.

Chairman Kaupin encouraged residents to attend the Public Hearing

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #574** adopted 10-0-0.

**MOTION #575** by Councilman Ragno, seconded by Councilman Dumont to direct the Town Manager to fill three police officer positions for fiscal year 2009-10 that did not receive expected Federal funds as part of the deficit mitigation plan. Further, the Town Manager is hereby directed to submit to the Council at the earliest time allowed by the Charter, the necessary request to transfer funds for these three police officer positions.

Councilman Nelson suggested moving on this tonight because according to the Public Safety Director and Chief of Police there are quite a few applicants from the last round, and in order to get them into the February academy, they need to start the screening process as soon as possible. He noted they would not actually become paid officers until two weeks before the academy.

Chief Sferrazza stated they have two seats reserved in the academy. He noted they made a call yesterday in an attempt to get a total of four seats reserved, and they're waiting to hear whether they will get those seats.

Councilman Mangini stated it's very important to support this resolution and fill these positions. She expressed her appreciation for all the hard work of the police officers.

Councilman Edgar voiced his support of this resolution. He questioned if they will delay hiring the third officer if they're unable to get a third seat. Chief Sferrazza stated they will do everything in their power to get the seats at the academy. He noted if they could not get the seat, they would delay the hiring.

Councilman Dumont stated she definitely supports this and agrees they have to start the process now.

Councilman Ragno voiced his support of the resolution. He noted manpower is what gets the job done.

Chief Sferrazza stated the Police Department's activity levels are extremely high, and officers are being asked to do more. He noted no one is complaining, and they do what needs to be done. He expressed his appreciation for the Council's consideration of these additional positions.

Councilman Nelson stated the Police Department is doing a phenomenal job.

Chairman Kaupin voiced his support of the resolution.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #575** adopted 10-0-0.

### **PUBLIC COMMUNICATIONS**

There were no comments.

### **COUNCILMEN COMMUNICATIONS**

Councilman Lee stated the annual Jack-O-Lantern Festival is scheduled for October 18<sup>th</sup> from 4:00 p.m. to 8:00 p.m.

Councilman Bosco reminded the Town Manager about Edwin Johnson's letter concerning leaves.

**ADJOURNMENT**

**MOTION #576** by Councilman Jones, seconded by Councilman Nelson to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #576** adopted 10-0-0.

Respectfully submitted,

Jeannette Lamontagne  
Secretary to the Council

Suzanne F. Olechnicki  
Town Clerk  
Clerk of the Council

Appended to minutes of 10/05/2009  
Regular Town Council Meeting  
See Page 16

ENFIELD TOWN COUNCIL  
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. \_\_\_\_\_

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO: 4500-6079 DMHAS Enfield Together Coalition Grant

Police Overtime	
0220-01-0040-06079-0140	\$2,000
Field Trip	
0220-01-0040-06079-0324	\$400
Other Professional Services	
0220-01-0040-06079-0339	\$12,217.42
Copying and Reproduction	
0220-01-0040-06079-0551	\$50
Travel	
0220-01-0040-06079-0580	\$206
Instructional Supplies	
0220-01-0040-06079-0611	\$4,000
Other Materials and Supplies	
0220-01-0040-06079-0619	\$477
Food	
0220-01-0040-06079-0630	\$950

FROM: 4500 Youth Services Revenue

DMHAS Enfield Together Coalition Grant  
0220-01-0040-4500-6079-000-00 \$20,300.42

CERTIFICATION: I hereby certify that the above-stated funds are available as of September 15, 2009.

A. Lynn Nenni, Director of Finance

APPROVED BY: \_\_\_\_\_ Town Manager      Date: \_\_\_\_\_

**ASBESTOS ABATEMENT/BUILDING ASSISTANT**

**GENERAL STATEMENT OF DUTIES:** performs a variety of skilled and semi-skilled tasks involving concrete masonry, carpentry and building and grounds maintenance duties. Conduct asbestos abatement work for no more than a 3 ft square area as needed. Does related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Building Maintainer II or other representative, as designated by the Building and Grounds Maintenance Supervisor.

**ESSENTIAL JOB FUNCTIONS:** Assisting the Building & Grounds Maintainer II in performing rough and finish carpentry, painting, plumbing, electrical and mechanical maintenance work on public buildings, facilities and equipment; repairs office furniture; repairs buildings' doors, windows and floors; repairs mechanical equipment; paints interiors and exteriors of buildings; obtains estimates for materials needed and plans work; assisting the Building Maintainer II in performing concrete work such as the installation and repair of sidewalks and curbs, including steps, brickwork, block work, and related masonry work; assisting the Building & Grounds Maintainer II in performing emergency repair work during off-duty hours as required; operate ball field equipment, sand pro, rollers, lawn mowers and weed wackers. Conduct asbestos abatement work for no more than a 3 ft square area as needed under the supervision of Asbestos Abatement Coordinator.

**OTHER JOB FUNCTIONS:** Performs related work as required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally, lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**'WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job. The employee occasionally works near moving mechanical parts. The employee occasionally works in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet to moderate.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge and skill in the use of tools used in building and equipment maintenance work; knowledge of concrete placement and finishing and related masonry work; knowledge of basic carpentry, ability to fill out simple reports, to follow oral and written instructions; ability to work without constant supervision.

**EXPERIENCE AND TRAINING:** Two (2) years' experience in the placing and finishing of concrete and related masonry materials; or, two (2) years' experience in skilled and semi-skilled building and maintenance tasks; or, combination of experience and training which provides the required knowledge, skills and abilities. Must have Local Education Agency Fourteen Hour asbestos abatement certification.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. Revised:



## REGULAR CUSTODIAN/UTILITY CUSTODIAN

**GENERAL STATEMENT OF DUTIES:** Duties involve performing a variety of routine custodial tasks, simple in nature, in the maintenance of public buildings and grounds.  
Does related work as required.

**SUPERVISION RECEIVED:** Works under the immediate supervision of the Custodial Supervisor, Head or Assistant Head or Lead Custodian, or other designated supervisor, who issues specific instructions regarding custodial tasks to be done and who checks periodically to see that tasks are done in accordance with instructions.

**ESSENTIAL JOB FUNCTIONS:** Regular and punctual attendance; duties involve the performing of such routine custodial tasks to ensure the cleanliness, sanitation and safety of his/her assigned building such as: Sweeping, dusting, washing and polishing floors; cleaning walls and polishing furniture, removing graffiti and litter, changing light bulbs, replacing ceiling tiles, filters and other similar repairs; loading and unloading heavy items from trucks; moving and setting up furniture; ensuring classrooms are properly equipped for students; sanitizing toilets, bathrooms and showers in buildings; making simple plumbing, electrical and carpentry repairs; mowing lawns, raking leaves and shoveling snow.

**OTHER JOB FUNCTIONS:** Performs other duties as required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually quiet.

## **MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Familiarity with materials, equipment and methods used in the maintenance, cleaning and repair of buildings; ability to follow simple oral and written instructions; ability to deal with the public in a courteous manner.

**PERSONAL ATTRIBUTES:** Ability to work under unpleasant working conditions; dependability as to attendance and completion of work assignments; ability to work in harmony with others; mechanical aptitude.

**EXPERIENCE AND TRAINING:** Requires high school diploma or equivalency. Must have a current valid motor vehicle operator's license. Must pass criminal background check and physical.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position. Revised: 9/17/09. Adopted:

## **LICENSED ELECTRICIAN**

**GENERAL STATEMENT OF DUTIES:** Responsible for the layout fabrication, assembling, installation and maintenance of wiring systems and electrical fixtures.

**SUPERVISION RECEIVED:** Works under the general supervision of the Superintendent and Assistant Supervisor of the Buildings and Grounds Maintenance Division.

**SUPERVISION EXERCISED:** Directs Building Maintainers and/or Laborers assigned to assist with Electrical work.

**ESSENTIAL JOB FUNCTIONS:** Regular & punctual attendance; repairs and maintains electrical systems and equipment such as motors, generators, wiring, switches, fixtures, circuit breakers, and emergency lighting; replace fuses; identify, analyze, and diagnose electrical malfunctions with the use of test instruments such as ammeter, voltmeter, VOM tester, and a variety of hand-tools. Able to read and use blueprints, line diagrams or engineering specifications in a safe, effective manner to perform preventive maintenance, replacement and modification as needed; keep and maintain service records; inspect wiring for signs of wear; determine and select parts needed for repair according to job specifications and Building, Fire and Health Codes, and order in a timely fashion; inspects work site, plans sequence of installation; understand and practice safety and good judgment at all times; make systems recommendations to Supervisors for outside services.

**OTHER JOB FUNCTIONS:** Performs related work as required. Will perform Building Maintainer and Laborer duties when assigned.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is frequently required to bend, lift, sit, climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally, lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is frequently exposed to risk of electrical shock.

The noise level in the work environment is usually quiet to moderate.

## **MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of the materials, methods, tools and equipment involved in the electrical trade; knowledge of building codes; knowledge of maintenance and repair of electrical systems; interpersonal skills; oral communication skills; ability to plan, layout and schedule maintenance assignments; ability to maintain records and prepare reports; ability to read blueprints and electrical line diagrams; ability to respond to and handle emergencies on an overtime basis.

**EXPERIENCE AND TRAINING:** High School diploma or GED. Must hold current State of Connecticut E-2 Journeyman Electrician's license, E-/License preferred. Must have at least five (5) years of general experience within the field. Graduation from a vocational or technical school in the trade may be substituted for two (2) years of the general experience. Any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Must have a current valid motor vehicle operator's license. Must pass criminal background check and physical.

## **LEAD CARPENTER**

**GENERAL STATEMENT OF DUTIES:** Duties involve the performing of routine building and grounds maintenance with a special emphasis on advanced carpentry work. A variety of routine task include: carpenter tasks in the maintenance of grounds and the installation and repair of recreational equipment and facilities; maintenance of various buildings and parks; does related work as required.

**SUPERVISION RECEIVED:** Works under the immediate supervision of the Building & Grounds Supervisor and Assistant Supervisor who issues specific instructions regarding tasks to be done and who check to see that tasks are done in accordance with instructions.

**SUPERVISION EXERCISED:** May supervise assigned building maintainer I's, II's and laborers.

**ESSENTIAL JOB FUNCTIONS:** Regular & punctual attendance; duties include planning and ordering materials for building projects such as office renovations, office work stations, replacement doors and windows. Demolition and construction of bathrooms, offices and kitchens including construction and lamination of all counters and cabinets. Construction of shelving units, office work stations hanging ceilings using laser transit and any other construction projects assigned. Cement work including repairing sidewalks, steps and curbs. Plowing or shoveling snow and any other finished carpentry jobs assigned; performs routine maintenance of grounds and the installation and repair of recreational equipment and facilities such as: Seeding, fertilizing and roto-tilling ball fields; removing snow from walks and skating area by hand and snowplow; empty barrels into Parks trash truck; mowing grass by hand or power mower; cutting bushes, hedges and trees; installing sod, planting shrubs; raking leaves, brush and other materials; setting up and removing bleachers, snow fences and playground and youth center equipment; washing and cleaning of department vehicles; laying out baseball, soccer and football fields and painting lines.

**OTHER JOB FUNCTIONS:** May do rough plumbing, masonry and painting tasks on Town facilities and equipment; operating bucket truck and tractors, roller, snow blower and similar power equipment; repairing and winterizing irrigation systems and other duties as assigned.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls, walk, talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and stand.

The employee must frequently lift, push, pull and/or move 50 or more pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

## **MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Able to create detailed plans and material lists for projects such as office construction, kitchen and bathroom renovation and cabinet building. Knowledge and skill in the use of all tools required to perform above including panel saw, laminating tools, routers, biscuit saw, drafting tools. Ability to fill out detailed work reports including total costs associated with each project. Ability to dispense orders and to work under pressure due to project

deadlines. Ability to use and maintain simple tools and light-powered equipment usual to grounds maintenance; ability to follow simple written and oral instructions; ability to work under unpleasant working conditions; dependability.

**EXPERIENCE AND TRAINING:** High school diploma or equivalency and 5 years experience in all aspects of carpentry including cabinet making. 5 years experience in laminating using Formica and wood veneer. 5 years experience in plan design including materials. 5 years experience in on site project construction. Must possess valid driver's license. CDL preferred.

**PHYSICAL REQUIREMENT:** Sufficient physical strength and stamina as is necessary to successfully perform the duties of the class.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position. Revised 8/7/09; Approval \_\_\_\_\_

## **JOURNEYMAN PLUMBER**

**GENERAL STATEMENT OF DUTIES:** Responsible for the layout fabrication, assembling, installation and maintenance of piping and piping systems, fixtures and equipment for steam, hot/cold water, heating, cooling, lubricating, drainage, sprinkling and processing.

**SUPERVISION RECEIVED:** Works under the general supervision of the Superintendent and Assistant Supervisor of the Buildings and Grounds Maintenance Division.

**SUPERVISION EXERCISED:** Directs Building Maintainers and/or Laborers assigned to assist with Plumbing work.

**ESSENTIAL JOB FUNCTIONS:** Regular & punctual attendance; identify, analyze, diagnose and repair plumbing and sprinkler systems, as needed, with the use of a variety of hand-tools, blueprints, line diagrams or engineering specifications in a safe, effective manner; perform preventive maintenance, replacement and modification as needed; keep and maintain service records; inspect equipment for signs of wear; determine and select parts needed for repair according to job specifications and Building, Fire and Health Codes, and order in a timely fashion; inspects work site, plans sequence of installation, cuts, threads, joins and bends pipe; assembles, installs and maintains a variety of metal and non-metal pipes, fittings, valves, pumps, meters and control systems; understand and practice safety and good judgment at all times; make systems recommendations to Supervisors for outside services.

**OTHER JOB FUNCTIONS:** Performs related work as required. Will perform Building Maintainer and Laborer duties when assigned.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is frequently required to bend, lift, sit, climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally, lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet to moderate.

## **MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of the materials, methods, tools and equipment involved in the plumbing and steam fitting trades; knowledge of building codes; knowledge of maintenance and repair of sprinkler systems; basic knowledge of the operation of institutional steam boilers and heating systems; interpersonal skills; oral communication skills; ability to plan, layout and schedule maintenance assignments; ability to maintain records and prepares reports; ability to read blueprints; ability to respond to and handle emergencies on an overtime basis.

**EXPERIENCE AND TRAINING:** High School diploma or GED. Must hold current State of Connecticut P-2 Journeyman license. Must have at least five (5) years of general experience within the field. Graduation from a vocational or technical school in the trade may be substituted for two (2) years of the general experience. Any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Must have a current valid motor vehicle operator's license. Must pass criminal background check and physical.

## **Town Manager Report and Communications**



**old business**





**new business**





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## TOWN OF ENFIELD

Date: September 30, 2009

To: Honorable Members, Enfield Town Council

From: Matthew W. Coppler, Town Manager

Subject: Withdrawal from the North Central District Health Department

### **Purpose**

I was asked by members of Council to review the steps necessary to withdraw from the North Central District Health Department as well as the feasibility of creating a separate Health Department for the Town of Enfield. This is in response to the perceived lack of customer service and the desire to improve the provision of these services to the residents and businesses of Enfield.

### **Current Conditions**

The North Central District Health Department (NCDHD) is a full-time public health department with a Full-Time staff of sixteen, funded by its member towns and an annual per capita grant from the Connecticut State Department of Public Health. The department is governed by a Board of Directors, with representatives from the eight municipalities, in proportion to their population, based on a State formula. The Enfield Town Council appoints five members to the Board of Director consisting of twenty-one members. District offices are located in Enfield, Vernon, Willimantic, and Stafford.

The North Central District Health Department provides a number of services to its member towns related to environmental health, community health, food protection, and emergency readiness. For a complete listing of services and programs, please refer to Attachment A.

The Town of Enfield provides as part of the 2009-10 budget \$187,694 to the NCDHD based upon a per capita charge. Additionally, the NCDHD receives a per capita grant from the state for 2009-10 of \$1.85, down from \$2.43.

### **Withdrawal From NCDHD by the Town of Enfield**

Withdrawal from any health district is controlled by Section 19a-246 of the General Statutes of the State of Connecticut. To withdraw under this section, the Town of Enfield must:

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**Office of the Town Manager**  
820 Enfield Street  
Enfield, Connecticut 06082

Telephone (860) 253-6350  
Fax (860) 253-6310  
[www.enfield-ct.gov](http://www.enfield-ct.gov)

1. Pass a resolution by January 1, 2010 to withdraw from the District effective July 1, 2010; and
2. Follow Section 19a-244 in creating a new district; and
3. Submit a plan for a public health program and a budget to be approved by the Commissioner of Public Health.

There does not seem to be any ability by the State or the NCDHD to prevent the Town from withdrawing from the district. However, the State does require the new department or district to present for approval a plan for public health program and a budget. This approval could be withheld by the State unless the new department or district provides the same types of service to the residents that NCDHD provided prior to withdrawal. I would expect with recent actions by the state that the Department of Health would not look favorably upon a withdrawal, especially one that would provide fewer services to the residents.

Recent changes to the statute by the State makes it more difficult for the Town of Enfield to create a stand alone health department. In its efforts to promote regionalism and reduce costs of providing oversight to health departments, the State has mandated any municipal health department serving less than 50,000 people to regionalize. Further, the state eliminated the per capita state aid for single municipal departments, unless it serves more than 50,000 people. Single municipal departments that serve more than 50,000 will receive \$1.18 in state aid. These changes conspire against the Town's efforts to break from the NCDHD and create a stand alone department. However, this will not prevent the Town from forming another district with surrounding towns that are frustrated with the level of service by NCDHD.

### **A New District**

Assuming we can get at least one of the surrounding towns to join in our withdrawal from the NCDHD, the following is an overview of what the new Health Department/District would look like.

*Services Provided:* Those mandated include Soil test applications, septic permits, well permits, septic plan review, subdivision plan review, well plan review, building additions with septic systems or wells, food service licenses, food service inspections, temporary food service permits, food plan reviews, swimming pool permits, hotel/motel permits, school cafeteria inspections, day care center licenses, food related orders, complaint follow-up, permits to discharge, and well water test results review.

### *Staffing Proposal:*

Position	Number	Wages
Health Commissioner	1	102,857
Sanitarian	2.5*	111,375
Clerk/Typist	1.5	41,300

According to information provided by NCDHD (see attachment A), the aforementioned services consumed approximately 2,186 hours (just for Enfield) of NCDHD Sanitarian staff time. When you factor in leave time and administrative related duties, this easily could increase to above 2,500 hours. Additionally, bringing in a small town as part of this concept would add approximately 1,000 hours of staff time, bringing the total in excess of 3,500 hours for the Sanitarian. Where operationally it would appear that sanitarian staffing could be limited to two full-time positions, it would be recommended to have a part-time sanitarian available to provide staffing at peak hours to achieve a high level of service to the customer.

State Statute requires the district/department to have a Health Commissioner that has certain qualifications and licenses. While it might be conceivable for this position to undertake some of the duties of a sanitarian, it is unknown if that would be feasible given what is known at this time. Clerical support is estimated at 3,068 hours, equating to 1.5 full-time equivalences. Financial services could be provided by the Town, relieving the district of the need to have staff resources tied up on accounting functions.

Please see Attachment B for the complete expenditure estimates.

#### *Revenue*

Based upon the current revenues given by the Town to the NCDHD, and assuming the Town will be able to get a surrounding town to join in the new district, the anticipated revenues would be approximately \$375,709 (see attachment C). The new district would receive approximately \$102,799 in per capita state aid ( $\$1.85 \times 55,567$ ) at the current rate.

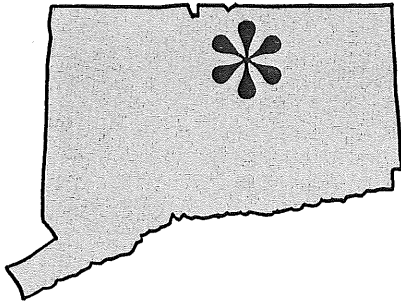
#### **Unknowns:**

The following are issues yet to be resolved:

1. Space for the new District/Department. Ideally this would be co-located within the Development Services, but there is not enough space at the present time. Further impacting this would be the merging of the Probate Courts. In brief discussion with the Judge, as part of the merger the Probate Court will need space for additional employees as well as dedicated conference room/hearing room space. Since both of these services are located on the same floor, we can handle the review jointly.
2. Identifying which Town(s) would be interested in joining with Enfield.
3. What happens to NCDHD? Though it might not be the Town of Enfield's concern after withdrawal, but the NCDHC will lose a significant amount of revenue (approximately \$300,000) hindering their ability to provide services to the remaining towns.

North Central District Health Department  
Permits Issued & Inspections Conducted  
TOWN OF ENFIELD

Permits/Inspections	Sanitarian Hours Per Inspection	Total Inspection Hours/Year	July 1, 2007- June 30, 2008 TOTALS
Soil Test Applications - New	4	8	2
Soil Test Applications - Repair	4	12	3
Septic Permits (New)	5	20	4
Septic Permits (Repair)	5	10	2
Well Permits	1.5	13.5	9
Septic Plan Review Submittals -New	3	18	6
Septic Plan Review Submittals - Repair	3	6	2
Subdivision Plan Review	2/lot	32	1/16 lots
Well Plan Review Submittals	1	1	1
Building Additions w/septic systems or well	2	44	22
Food Service Licenses	1	162	162
Food Service Inspections	3	606	202
Temporary Food Service Permits	1/consult only 3/inspection	30 450	72
Food Plan Review Submittals	14	168	12
Swimming Pool Permits	1.5	27	18
Hotel/Motel Permits	2	14	7
School Cafeterias Inspected	2	38	19
Day Care Centers (re-licensing)	3.5	70	20
Food Related Orders	1	40	40
Complaint Generated Orders	1	4	4
Permits to Discharge	1	7	7
Well Water Test Results Review	1	6	6
<b>Total Complaints</b>	<b>3</b>	<b>399</b>	<b>133</b>
Water Quality			-
Miscellaneous			12
Report of Illness - Food			6
Refuse/Garbage/Animals/Feces			41
Housing/Building			40
Rodents & Insects			8
Sewage Overflow			1
Food Service			25



## NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

- ☐ ENFIELD – 31 North Main Street • P.O. Box 1222 • Enfield, CT 06083 • 860-745-0383 • Fax 745-3188
- ☐ VERNON – 375 Hartford Turnpike, Room 120 • Vernon, CT 06066 • 860-872-1501 • Fax 872-1531
- ☐ WINDHAM – Town Hall, 979 Main Street • Willimantic, CT 06226 • 860-465-3033 • Fax 465-3032
- ☐ STAFFORD – Town Hall, 1 Main Street • Stafford Springs, CT 06076 • 860-684-5609 • Fax 684-1768

WILLIAM H. BLITZ, M.P.H., M.U.P., R.S.  
DIRECTOR OF HEALTH

Nursing Homes inspected. Epidemiological follow-ups when requested by State Health Department/Epidemiology/Food Protection Program.

Epidemiology on Listeria, shigella, campylobacter, salmonella, yersiniosis and individual food borne alert interviews using State Health Department/Food Protection Program interview forms. Supply FE kits to patients as needed and then transports them to the State Health Department Laboratory.

Burn Permit Official

One hour daily - communicable disease follow-up - all cases of Enfield residents no matter where in Connecticut they were treated.

WIC - housed

Brought in Community Health Center to Enfield

Work with Trish Vayda on any disease issues in schools.

Tools for Schools training for response to school environmental issues.

Bioterrorism or all hazards responses

Mass vaccination clinics

Have specially trained Emergency Response Coordinator/Sanitarian

Permanent loan of 6K I.D. machine to Enfield Police Department.

TB follow-up testing in conjunction with VNA.

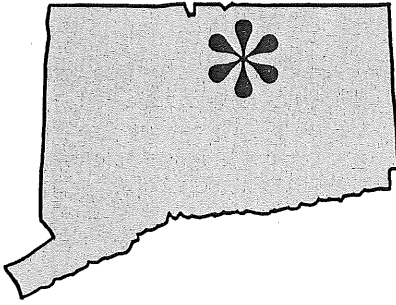
Quarantine powers.

Issue Orders for health violations and court action where necessary.

July 4<sup>th</sup> Celebration income - \$800 fees. Outlay - \$4,000 in overtime

Income from fees - \$22,000± **TOTAL ANNUAL ENFIELD-**





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WILLIAM H. BLITZ, M.P.H., M.U.P., R.S.  
DIRECTOR OF HEALTH

### Health Education

#### **Physical Activity Programs**

A Preventative Health and Health Services Block Grant and a Hartford Foundation Grant help to fund physical activity programs to Enfield residents. Eight physical activity programs are offered, each having three to four sessions: Fall, Winter, Spring and Summer. The eight exercise programs are: One ACTIVE Class (active Class To Improve Vitality in Everyone), one Yoga class, two Tai chi classes, Beginners and Intermediate, two Splashin' Action classes (water fitness), and two Line Dance classes. The classes meet twice each week except for Tai Chi which meets once each week.

#### **Nutrition and Weight Management Programs**

Five Nutrition and Weight Management Programs are funded through the Preventative Health and Health Services Block Grant. These programs are taught by a registered Dietitian. The programs focus on nutrition, behavior modification, exercise demonstration, recipes, fat, fiber, calcium and sodium information as well as a supermarket tour to learn about foods and their labels. Three of these programs are four week programs while two of these programs are six week programs. The six week program also includes a lipid profile and a one-on-one consultation with the Registered Dietitian. One six week and one four week class has been offered in Enfield each year for the past two years.

#### **Nutrition Support Group**

This is held once a month and is free for anyone that attended one of our Nutrition and Weight Management Classes. This support group talked about difficulties people were having in their weight loss/maintenance efforts. A nutrition related topic was also discussed each month. Each month, support group attendance was two to six people.

#### **Childhood Obesity Prevention Programs**

These childhood nutrition classes are for parents and caregivers with children up to age twelve. This four week class meets one time per week and teaches about childhood nutrition and the tools needed to prevent or reverse obesity. We partnered with the ERfC (Educational Resources for Children). While parents attended the nutrition Classes, the ERfC provided Fitness and Nutrition Activities for the children, during the first three nights. On the last night, families took part in tasting some healthy foods and a physical activity demonstration/class.





## **Open Airways for Schools**

The Regional Asthma Coalition, which North Central District Health Department is a participant, received a grant from the Connecticut Department of Public Health to provide funding for The Open Airways for Schools program. Open Airways for Schools is a vital program for elementary schools from the American Lung Association. Students learn self-management skills to better handle their asthma resulting in fewer absences and improved academic performance. This innovative program develops skills to prevent attacks and to respond appropriately should an attack occur. Trish Vayda, R.N., Nursing Supervisor for Enfield Public Schools and Sue Cloutier, NCDHD's Health Educator were trained in the Open Airways Program and also the Train the Trainer for the Open Airways Program. The training was done by the American Lung Association. Trish Vayda trained the Enfield elementary school nurses in the fall of 2008 so that they could implement the Open Airways for Schools program in the Enfield elementary schools.

## **Stroke Alert Screening Project**

Working with the American Stroke Association and partnering with the Community Health Center, Inc. of Enfield and the Enfield Senior Center, we held one day of Stroke Risk Assessments in Enfield. On May 16<sup>th</sup> at the Enfield Senior Center we were able to screen 52 people.

Health Education/Prevention:

ACTIVE exercise class - 90 Enfield residents last year  
Yoga and Tai Chi class - 49 Enfield residents last year  
Tai Chi intermediate class - 25 Enfield residents last year  
Splashin Action - 70 Enfield residents last year  
New Program: Line Dancing - 27 Enfield residents last year

Nutrition and Weight Management Programs - 23 Enfield residents last year  
Nutrition Support Group

Childhood Obesity Prevention Programs in the schools up to age 12 - 24 Enfield families  
Open Airways for Schools - Regional Asthma Coalition

Stroke Alert Program in conjunction with American Stroke Association and Community Health Center - 52 people screened.

Costs:	ACTIVE Programs	\$36,000	
	Nutrition & Weight Management	\$18,000	
	Childhood Obesity Program	<u>\$10,000</u>	
		\$64,000	Fees \$16,200

Some costs paid by grants

Field inspections/consults with Enfield WPCA as needed for compliance with Town of Enfield F.O.G. Ordinance.

Coordinate Serv-Safe Food Safety Course with Enfield Adult Education at Fermi High School (2 times a year).

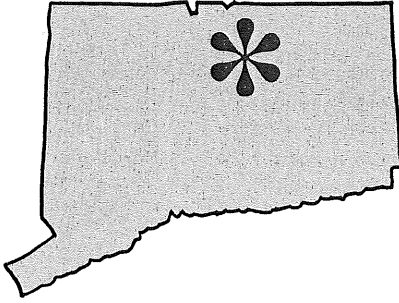
Bathing beach sampling - 2 beaches - 8 samples every other week in summer months.

Swimming pool inspections - three pools (no license fee charged)

Attendance at ART meetings as needed depending on proposed project (septic, water supply, food service, etc.)

Recall notification using "Premier Blast Fax" service or phone contact with food service operators; i.e., E.coli, salmonella, etc.

Work with/assist Enfield Tax Collector with personal property tax delinquent food service establishments prior to annual food service relicensure.



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WILLIAM H. BLITZ, M.P.H., M.U.P., R.S.  
DIRECTOR OF HEALTH

### Environmental Construction Activities

Our department is responsible for the evaluation, review, approval and the monitoring of the construction activity of individual on-site subsurface sewage disposal systems and private water supply wells.

Our department conducts soil testing to evaluate new lots for new septic systems and of existing homes for the repair of old, failing septic systems. The soil reports are sent to the applicant's engineer or contractor (in the case of repairs).

Our department reviews plans for proposed septic systems for compliance with the CT Public Health Code and pursuant Technical Standards.

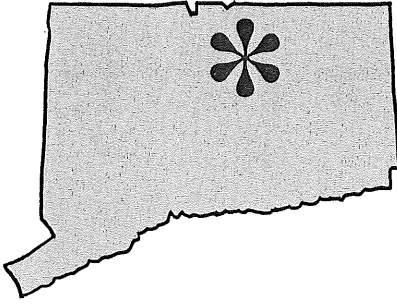
Construction permits are issued and construction activity of the septic systems are monitored. Once all of the paperwork is submitted, a Permit to Discharge is issued which allows the town to issue a Certificate of Occupancy.

For water supply wells, a plan is reviewed and a site inspection is conducted to inspect the proposed well's location. Prior to final sign-off for use of a well, a water supply test report is reviewed and approved.

For properties that are serviced by a septic system or a well, it is required that we review proposed additions (decks, swimming pools, additions, propane tanks, etc.) or changes of use to ensure that there is no conflict with the septic system or water supply well and the proposed addition/change of use.

Our department works with Planning & Zoning, Wetlands, and the Building Department to ensure compliance with all applicable codes.





## NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

☐ ENFIELD – 31 North Main Street • P.O. Box 1222 • Enfield, CT 06083 • 860-745-0383 • Fax 745-3188  
☐ VERNON – 375 Hartford Turnpike, Room 120 • Vernon, CT 06066 • 860-872-1501 • Fax 872-1531  
☐ WINDHAM – Town Hall, 979 Main Street • Willimantic, CT 06226 • 860-465-3033 • Fax 465-3032  
☐ STAFFORD – Town Hall, 1 Main Street • Stafford Springs, CT 06076 • 860-684-5609 • Fax 684-1768

WILLIAM H. BLITZ, M.P.H., M.U.P., R.S.  
DIRECTOR OF HEALTH

### Other Department Activities

At least yearly, and more often as warranted, our department inspects swimming pools, whirlpools, hotel/motels.

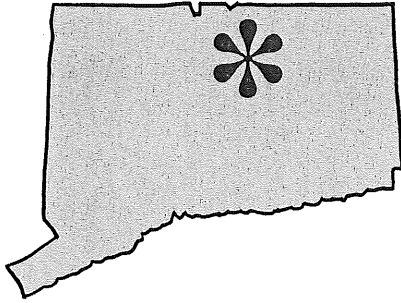
As needed, school inspections are conducted for Department of Education re-certification (i.e., Enfield Montessori School which also included lead abatement consultation by Michael Caronna).

Our department takes water samples for bacteria at two lakes in order to monitor surface water quality. Six samples taken from Shaker Pines Lake and two samples taken from Crescent Lake every other week during the summer months and sent to State Health Department Laboratory.

Day care inspections (bi-annual for day care licensing; annual inspection if day care has a food service license).

Group homes - annually.





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### Complaints

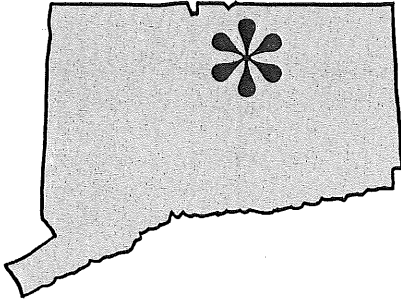
Our department works closely with other town agencies as related to the complaint inspection. Enforcement of the blight ordinance has led to our department interacting with other agencies to tackle many difficult housing and trash related problems.

Other housing related complaints deal with rodents and insects. Of late, bed bug issues have arrived in Enfield.

The department investigates sewage complaints and water quality problems (drinking and surface water).

Our department has been appointed the "Open Burning Official". The department reviews burn permits in consultation with the State Department of Environmental Protection, Burn Permit Review process. We receive a number of complaints related to burning and investigate these with the appropriate district fire department's fire marshall.





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WILLIAM H. BLITZ, M.P.H., M.U.P., R.S.  
DIRECTOR OF HEALTH

### Food

Our department licenses or permits food service establishments, temporary food events, mobile vendors, school cafeterias, nursing homes and related food service operations in Enfield. Our department also reviews plans for new food service operations as well as renovations or upgrades to existing food service. We continue to work with and provide consultations to the Enfield W.P.C.A. for all applicants under F.O.G. ordinance review. Our mission is to protect the public and minimize food borne related illness through routine inspections, menu/plan reviews, temporary permit application reviews, follow-up of food borne alerts/complaints and follow-up inspections after fire calls. We work closely with the Enfield Building Inspector, Water Pollution Control Authority and all of the Enfield fire Marshals as needed.

We have provided food safety in-service programs throughout the Health District and continue to coordinate the Serv-Safe Food Safety course through the Enfield Adult Education Program at Fermi High School.

North Central District Health Department is a participant in the EHS Net outbreak Study Project through the State Health Department Food Protection Program. By participating in this Outbreak Study project, certain staff personnel have received specialized outbreak investigation training.

A significant amount of time is invested in food service consultations with for profit and non-profit groups when an application is submitted to our office. Depending on the complexity of the menu items, the duration of the event and the inspection history for the event, our department will conduct a telephone consult, a site inspection, and/or an event inspection.



# NO FBZ NON PROFITS

26  
dates -  
no fees

## Enfield : Temporary Events 2007-2008

Enfield July 4th - 3 days

Holy Family Bazaar - 3 days

Park & Rec Dept Carnival - 1 day

Mt. Carmel Society Festival - 3 days (food) (Rides - \$100. vendor)

Salvian Sisters Law Festival - 1 day

Keenw Barrock Soccer Tournament - 2 days

Jack O' Lantern Festival - Family Day - 1 day (7 schools)

Enfield Fire Dept. Chicken Barbeque - 1 day

Fermi Baseball Boosters Club - 1 day

St Martha Church Fall Festival - 1 day

Safe Grad Homecoming - 1 day

@ Fermi Fest - ~~1 day~~ (10 clubs)

Enfield Congregational Church Fall Bazaar - 2 days

Enfield American Baptist Church Annual Harvest Fair - 1 day

Fermi Football Boosters Club - 1 day

Literacy Volunteers Breakfast of Santa - 1 day

Bay Fermi H.S. Girls Basketball Boosters Club 12-5 to 3-5-0

Fermi H.S. Boys " " " " - multiple dates

Enfield Youth Services Heritage Fair - 5 vendors - 1 day

Scantic River Watershed Assoc Spring Splash - 1 day

NCCCC Home Show - 3 days

Salvian Sisters Polish Dinner - 1 day

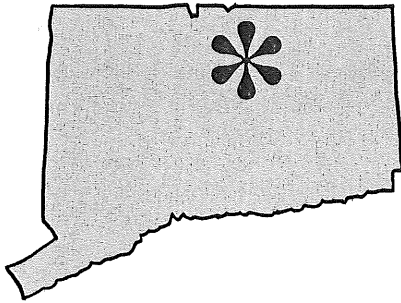
Enf. Cong Church Italian Dinner - 1 day

Enfield Lions Club Pancake Breakfast - 1 day

American Legion Baseball Game - 1 day

Cystic Fibrosis Great Strides - 1 day

St. Bernard Church - Festival - 3 days



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WILLIAM H. BLITZ, M.P.H., M.U.P., R.S.  
DIRECTOR OF HEALTH

**7/1/07-6/30/08**

### **Blood Lead Poisoning Investigations** **in Enfield**

Eleven (11) children had elevated blood lead tests of 10 ug/dL or above requiring department follow-up. Letters are sent to the parent/guardian of each child requesting follow-up lead blood testing.

An epidemiological investigation must now be conducted for children with confirmed blood lead levels of 15 ug/dL or above on two consecutive venous tests. This investigation will determine the need for a thorough inspection of the child's home to identify the source of lead. Utilizing an x-ray fluorescence lead detector, aka XRF unit, lead can be detected in lead paint.

Samples of dust, paint chips, soil and water are taken and sent to the State Laboratory to determine if a lead hazard beyond the paint exists.

A report and Order when appropriate must be sent to the owner of the property. This report outlines the hazards and requires abatement to remove the lead hazard. The department reviews the Lead Abatement Plan and monitors the construction activities.

After the lead abatement project is complete, a reinspection is conducted to ensure that the lead hazards have been abated. Follow-up dust samples are taken to check if the proper cleanup procedures have been completed.





**Attachment B**

		<b>2010/11 Proposed</b>
<b>Health</b>		=====
110	Salaries - Full Time	220,857
120	Salaries - Part Time	34,675
130	Salaries - Temp/Seasonal	-
160	Stipends	3,086
170	Other Compensation	-
210	Medical/Dental Insurance	68,285
215	Life Insurance	1,140
220	Social Security (FICA)	15,843
221	Medicare	3,705
260	Worker's Comp. Insurance	-
322	Professional Development	700
339	Other Professional Services	-
432	Equipment Repair & Maintenance	-
531	Telephone	2,600
535	Postage	750
550	Printing & Reproduction	2,000
551	Copying & Reproduction	2,400
580	Travel	1,000
612	Office Supplies	1,200
613	Technology Supplies/Materials	-
614	Maintenance & Bldg Supplies	-
619	Other Supplies/Materials	-
630	Food/Food Related	400
643	Publications & Periodicals	500
650	Uniforms	-
733	Furniture & Fixtures	-
734	Technology Equipment	-
810	Dues & Fees	750
		-----
<b>Health</b>		<b>359,891</b>

# Attachment B

	Hours/Year	Wages	Health Ins	Cafeteria	FICA	Medicare	Life	Disability	Total
Health Commissioner/Sanitarian	2080	102,857	17,071	3,086	6,377	1,491	264	21	131,168
Sanitarian - Full-time	2080	45,000	17,071	0	2,790	653	264	21	65,799
Sanitarian - Full-time	2080	45,000	17,071	0	2,790	653	264	21	65,799
Sanitarian - Part-time	988	21,375	0	0	1,325	310	0	0	23,010
Clerk/Typist	2080	28,000	17,071	0	1,736	406	264	21	47,498
Clerk/Typist - Part-time	988	13,300	0	0	825	193	0	0	14,317
Total		255,532	68,285	3,086	15,843	3,705	1,056	84	347,591

### Attachment C

	Enfield	?	
Population	45,567	10,000	
Health Department Revenue			
General Fund	\$178,694	\$39,216	
State Per Capita	\$84,299	\$18,500	
Fees	\$40,000	\$15,000	
Total	\$302,993	\$72,716	\$375,709



# **items for discussion**





# TOWN OF ENFIELD

October 8, 2009

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for Transfer of Funds for Temporary Compliance Clerk**

Councilors:

**Background:**

The Office of Community Development wishes to transfer funds from an existing Official/Administration account to the Community Development Temporary/Seasonal Account. The purpose of this transfer is to fund a temporary Compliance Clerk position which is essential for the operation of the Community Development program. The temporary position is helping to fill the gap left by the Project Manager position which was left unfilled due to the hiring freeze.

**Budget Impact:**

These are grant funds and there will be no impact in the Town of Enfield budget.

**Recommendation:**

That the Town Council supports the transfer of funds to the aforementioned accounts.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Peter Bryanton", is written over a horizontal line.

Peter Bryanton  
Director of Community Development

**Attachments:**

1. Resolution/Transfer

**ENFIELD TOWN COUNCIL**  
**REQUEST FOR TRANSFER OF FUNDS**

**RESOLUTION NO. \_\_\_\_\_**


**RESOLVED**, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

**TO:** Community Development  
Temporary/Seasonal                      0100-01-0060-6600-00000-0120-00                      \$2,500.00

**FROM:**  
Official/Administrative                      0100-01-0060-6600-00000-0310-00                      \$2,500.00

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of October 8, 2009.

 10/9/2009  
A. Lynn Nenni, Director of Finance

**APPROVED BY:**  **Town Manager**    **Date:** 10/14/09





# TOWN OF ENFIELD

October 9, 2009

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Transfer for Risk Management Consulting Services**

Councilors:

**Background:**

During FY 2009-2010 budget deliberations the Finance Department awarded the bid for Risk Management consulting services to USI in the amount of \$37,500. (Note that this amount is \$40,600 less than FY 2007-2008.) This transfer request is necessary to cover the \$500 shortage in the professional services budget.

**Budget Impact:**

There is no impact on the budget. Funds are available to transfer from the general liability insurance line item.

**Recommendation:**

Approval of the appropriation.

Respectfully Submitted,

  
Lynn Nenni  
Director of Finance

**Attachments:**

1. Resolution.

**ENFIELD TOWN COUNCIL**  
**REQUEST FOR TRANSFER OF FUNDS**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLVED**, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

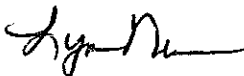
**TO:**           8010 Insurance & Bond Charges

Other Professional Services           100-01-0080-8010-5300-0339-00     \$500

**FROM:**       8010 Insurance & Bond Charges

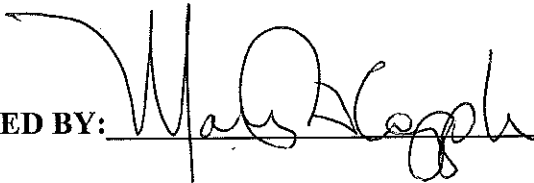
General Liability Insurance           100-01-0080-8010-5300-0521-00     \$500

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of October 1, 2009.

 10/9/2009

A. Lynn Nenni, Director of Finance

**APPROVED BY:**



Town Manager

Date: 10/14/09



# TOWN OF ENFIELD

October 8, 2009

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for Transfer of Funds for Commercial Façade Program**

Councilors:

**Background:**

The Office of Community Development wishes to transfer funds from the HCD Revolving Fund Balance to the HCD Grants account. This is essential to keep the Commercial Façade program funded which helps to improve storefronts in Thompsonville. Currently the program is out of funds.

**Budget Impact:**

These are grant funds and there will be no impact in the Town of Enfield budget.

**Recommendation:**

That the Town Council supports the transfer of funds to the aforementioned accounts.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Peter Bryanton", is written over a horizontal line.

Peter Bryanton  
Director of Community Development

**Attachments:**

1. Resolution/Transfer

**ENFIELD TOWN COUNCIL**  
**REQUEST FOR TRANSFER OF FUNDS**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLVED**, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

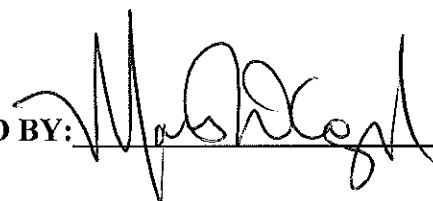
**TO:** HCD Grants                      0233-01-0060-6602-06063-0614-02                      \$10,000.00

**FROM:**

HCD Revolving  
Fund Balance                      0233-01-0060-6602-19060-0000-00                      \$10,000.00

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of October 1, 2009.

  
A. Lynn Nenni, Director of Finance

**APPROVED BY:**  \_\_\_\_\_ **Town Manager**    **Date:** 10/15/09



## TOWN OF ENFIELD

October 15, 2009

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request Transfer of Funds – Human Resources Professional Services**

Councilors:

**Background:**

When preparing the 2009-2010 budget, it was not anticipated that there would be the need for an Interim Human Resources Director. Since the position is being covered through a professional services agreement until the EMS Director and Human Resources Director positions are filled, it is necessary to transfer funds from the salary account to the professional services account. This will be the final transfer request for this service.

**Budget Impact:**

There are sufficient funds available to transfer in the Human Resource's budget to cover the shortfall due to the resignation of the Human resources Director.

**Recommendation:**

It is recommended that the Town Council support the transfer of funds.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Matthew W. Coppler", is written over a horizontal line.

Matthew W. Coppler  
Town Manager

**Attachments:**

1. Transfer

**ENFIELD TOWN COUNCIL**  
**REQUEST FOR TRANSFER OF FUNDS**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLVED**, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

**TO:        1700 Human Resources**

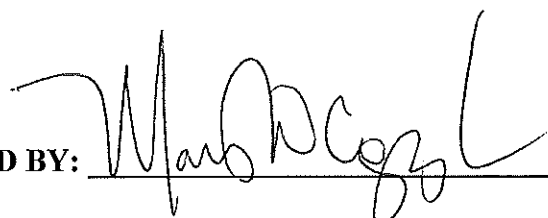
Other Professional Services        0100-01-0016-1700-00000-0339        \$25,800.

**FROM:    1700 Human Resources**

Full-Time Salaries        0100-01-0016-1700-00000-0110        \$25,800.

**CERTIFICATION:** I hereby certify that the above-stated funds are available as of October 8, 2009.

  
A. Lynn Nenni, Director of Finance

**APPROVED BY:**  **Town Manager**        **Date:** 10/14/09



## TOWN OF ENFIELD

October 15, 2009

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for transfer of funds – Public Safety  
JAG Local Pass Through Grant Program 100-01-20-2100-6092-000-00 \$30,000.00**

Councilors:

**Background:**

This grant provides the Police Department with the funds to purchase cameras for the cruisers which includes delivery and installation.

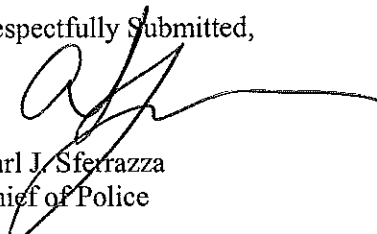
**Budget Impact:**

The grant reimburses the equipment repair/maintenance account for the cost of cameras, including delivery and installation.

**Recommendation:**

I recommend that this resolution be approved.

Respectfully Submitted,

  
Carl J. Sferrazza  
Chief of Police

**Attachments:**

1. Resolution.

## RESOLUTION NO. \_\_\_\_\_

APPROVED BY:  Town Manager Date: 10/16/09





# TOWN OF ENFIELD

October 15, 2009

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: Request for transfer of funds-Public Safety  
E. Byrne Memorial Grant 100-01-20-2100-06073-000-00 \$16,000.00**

Councilors:

**Background:**

This grant provides the Police Department the opportunity to purchase such equipment as tasers, patrol rifles, protective face masks, protective throat collars; male groin protectors, female groin protectors 9mm simunitions and simuition conversion kit for the Crest Team.

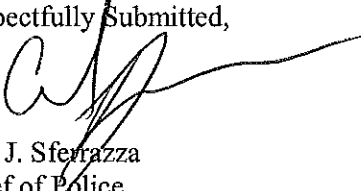
**Budget Impact:**

The grant reimburses the Equipment repair/maintenance account for the purchase of the above items.

**Recommendation:**

I recommend this resolution be approved.

Respectfully Submitted,

  
Carl J. Sferrazza  
Chief of Police

**Attachments:**

1. Resolution.

## RESOLUTION NO. \_\_\_\_\_

**TO: 2100 Police**

**FROM: E. Byrne Memorial Grant**

Rep Wm 10/15/2007

APPROVED BY:  Town Manager Date: 10/16/09



## TOWN OF ENFIELD

October 9, 2009

Honorable Member  
Enfield Town Council

**Subject: SWORD AVENUE (# 51) – DISPOSAL OF TOWN-OWNED PROPERTY**

Councilors:

**Background:**

The Town Manager's Office had previously received an inquiry from the resident at 49 Sword Avenue expressing interest to purchase the Town-owned lot at 51 Sword Avenue. The Town had taken possession of this property in 1990 by foreclosure. The parcel is approximately .152 acre in size. It is in a residential zone and flanked on two sides by single family homes. The vacant land behind it is owned by CL&P.

Town Staff has reviewed this matter and concluded that there was no public need to retain ownership. The Town Planner indicated that the Zoning Regulations would permit a small single-family home, provided the property was purchased by someone other than an abutting neighbor. If an abutter took title then the two lots would merge in accordance with the zoning regulations.

This past Spring, the Town Council forwarded this matter to the Planning & Zoning Commission as a Section 8-24 Referral. In response, on April 16<sup>th</sup> P&Z voted in favor of selling the parcel of Town-owned land located at 51 Sword Avenue.

On October 5, 2009 the Town Council adopted a resolution to conduct a public hearing regarding the potential sale of this parcel. The public hearing is scheduled to occur on October 19<sup>th</sup>.

Additionally, the Town Engineer conducted field work on September 29<sup>th</sup> which identified an encroachment onto the property from 49 Sword Avenue's driveway (map attached). The encroachment consists of a pie-shaped piece 0.5' onto the Town lot at the Northwest corner for a distance of 7.5'. The Town Attorney's Office will be commenting on the impact of this encroachment.

**Current Status:**

Once the October 19<sup>th</sup> public hearing has been completed, the Town Council can determine whether to retain or sell the parcel. The sale will be conducted by the Finance Department and could be accomplished by either public auction or sealed competitive bid.

**Budget Impact:**

Disposal of this parcel would return the property to the tax rolls. According to the Assessor's records, the parcel is currently appraised at \$45,600, with a 70% assessed value of \$31,920.

**Recommendation:**

Barring unforeseen information to the contrary, It is recommended that the Town Council dispose of this property in accordance with State Statute by public auction. Attached is a resolution which would authorize such action.

Respectfully Submitted,

Daniel T. Vindigni  
Assistant Town Manager

Attachments

**ENFIELD TOWN COUNCIL**

**RESOLUTION NO. \_\_\_\_\_**

**Resolution Authorizing the Sale of a Parcel of Land Owned by the Town of Enfield**

**WHEREAS**, the Town of Enfield owns a parcel of land containing approximately .152 acres located on the southerly side of Sword Avenue, shown as Lot 0166 on Assessor's Map 034, commonly known as 51 Sword Avenue and particularly described in a Certificate of Foreclosure recorded in the Enfield Records at Volume 625, Page 301; and

**WHEREAS**, the Town of Enfield acquired this parcel through a summary tax foreclosure in 1990; and

**WHEREAS**, the Town has received inquiries with regard to the sale of this parcel; and

**WHEREAS**, Town Staff and the Town Council have reviewed this matter and have determined that there is no public need to retain municipal ownership of the land; and

**WHEREAS**, the Town Council, in accordance with Connecticut General Statutes §8-24, referred this matter to the Enfield Planning and Zoning Commission, which at its meeting of April 16, 2009 made a favorable recommendation to dispose of this parcel; and

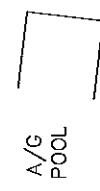
**WHEREAS**, on October 19, 2009 the Enfield Town Council conducted a public hearing, as required by Connecticut General Statutes §7-163e, prior to the sale, lease or transfer of real property owned by the municipality.

**NOW, THEREFORE, BE IT RESOLVED**, that the Enfield Town Council does hereby authorize Enfield Town Manager Matthew W. Coppler to sell the above-described parcel of land commonly known as 51 Sword Avenue through either public auction or sealed bids, which ever method is determined to be in the best interests of the Town of Enfield.

Date Prepared: September 28, 2009  
Prepared by: Daniel T. Vindigni, Assistant Town Manager



#51 SWORD AVENUE  
SCALE: 1"=20'  
SEPTEMBER 30, 2009







## TOWN OF ENFIELD

September 29, 2009

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject: CENTRAL CONNECTICUT SOLID WASTE AUTHORITY**

Councilors:

**Background:**

The solid waste disposal contract between the Mid Connecticut Project and the Connecticut Resources Recovery Authority (CRRRA) expires in 2012. The Capital Regional Council of Governments (CRCOG) on behalf of the Mid Connecticut Project has performed a regional solid waste option analysis to determine alternatives in the private market for services covering Transfer, Transportation, Disposal and Processing/Recycling Services. The CRCOG Executive Committee has directed CRCOG staff to begin looking into forming a solid waste management authority to represent municipalities interested in conducting a RFP for long term solid waste disposal.

**Budget Impact:**

There will be a one time fee of \$500.00 to help defray the professional fees necessary to draft a model ordinance. The funds are available in the Refuse Collection & Disposal Operations Budget, account 3900-339 "Other Professional Services".

**Recommendation:**

It is recommended the Town council adopt the resolution.

Respectfully Submitted,



Piya Hawkes, P.E.  
Director-DPW

**Attachments:**

1. Resolution.

# **ENFIELD TOWN COUNCIL**

## **RESOLUTION NO. \_\_\_\_\_**

### **Central Connecticut Solid Waste Authority**

**WHEREAS,** the municipalities comprising the Mid-Connecticut Project have been researching solutions for long-term solid waste disposal because their contract with the Connecticut Resources Recovery Authority expires in 2012; and

**WHEREAS,** other Connecticut municipalities, including those within the Litchfield Hills Council of Elected Officials have expressed interest in joining efforts with the Mid-Connecticut Project municipalities to find long-term solid waste disposal solutions; and

**WHEREAS,** the Capitol Region Council of Governments has performed a regional solid waste options analysis and successfully tested the presence of alternatives in the private market through a Request for Information for Integrated Regional Solid Waste Management Services covering Transfer, Transportation, Disposal and Processing/ Recycling Services; and

**WHEREAS,** the Capitol Region Council of Governments Executive Committee has authorized CRCOG staff to facilitate the forming of a solid waste management authority to represent municipalities interested in conducting an RFP and negotiating for long-term solid waste disposal services; and

**WHEREAS,** the Town of Enfield has expressed preliminary interest in taking part in the solid waste authority formed by the Capitol Region Council of Governments, the "Central Connecticut Solid Waste Authority."

**NOW, THEREFORE BE IT RESOLVED,** that the Enfield Town Council does hereby preliminarily endorse the above referenced Central Connecticut Solid Waste Authority and authorizes and directs Matthew W. Coppler, as Town Manager in accordance with the Charter of the Town of Enfield and the applicable Connecticut Statutes and Regulations, to execute and deliver any and all documents on behalf of the Town of Enfield and to do and perform all acts and things which he deems necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents, to allow the Town to pay a fee of \$500 to help defray the professional fees necessary to draft a model ordinance which the Town would then adopt if it decided to become a member of the Authority, as well as other costs of creating the Authority.

Date Prepared: 9-21-09

Prepared by: Piya Hawkes



## **ENFIELD TOWN COUNCIL**

### **RESOLUTION NO. \_\_\_\_\_**

#### **Proposed Resolution for the Adoption of “A Program of Action: Open Space and Farmland Preservation in Enfield”**

**WHEREAS,** in 1999 the Capitol Region Council of Governments assisted the Enfield Conservation Commission and the Planning and Community Development Department in creating an open space planning and farmland preservation document for guidance to the Town’s agencies; and

**WHEREAS,** the document entitled “A Program of Action: Open Space and Farmland Preservation in Enfield” (“the document”) was presented to the Town Council in 2002 and was favorably commented upon; however, no request to accept the document was made and no action was taken; and

**WHEREAS,** subsequent actions concerning acquisition and preservation of open space by the Council, the Planning & Zoning Commission, and the Conservation Commission have been consistent with the concepts and administrative processes contained in the document; and

**WHEREAS,** the adoption of the document will serve the Town as a foundation of policy for open space and farmland preservation; and

**WHEREAS,** the official adoption of the document will help the Town agencies pursue outside funding to further these goals and policies;

**THEREFORE BE IT RESOLVED,** the Enfield Town Council hereby accepts and adopts “A Program of Action: Open Space and Farmland Preservation in Enfield” dated August 1999, as the policy for open space preservation and management and farmland preservation.

**BE IT FURTHER RESOLVED,** that the Conservation Commission shall present an update to the Town Council at least twice annually, on activities that have been carried out in this plan.



**A PROGRAM OF ACTION:**

# **OPEN SPACE AND FARMLAND PRESERVATION IN ENFIELD**



**A JOINT EFFORT OF:**



**Town of Enfield Conservation Commission  
Capitol Region Council of Governments  
The Enfield Planning and Community Development Department**

DEVELOPED AUGUST 1999

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Robert Grunert, Jr., Secretary  
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# **Section One: INTRODUCTION**

## **PROJECT SCOPE**

This report is intended to provide information and recommendations to assist the Town of Enfield with development of an Open Space Planning Program (*Attachment 1*). The project scope includes several broad tasks:

- a. Develop a policy statement in support of conservation and preservation
- b. Discuss various methods that may be utilized to preserve open space.
- c. Work with the Enfield Conservation Commission to define key properties identified on existing inventories
- d. Recommend to Enfield Conservation Commission those methods of conservation and preservation, which are most appropriate, for those properties held.
- e. Conduct research regarding relevant programs and policies in the region.
- f. Provide tools and forms that may be required to administer a program.
- g. Provide recommendations regarding municipal administrative procedures for implementing open space planning
- h. Present guidance on future steps necessary to implement an open space planning process

CRCOG staff gathered information through research, interviews, and conferences. This was supplemented by five open space planning workshops with the Enfield Conservation Commission, and a joint meeting with representatives from the Town of Suffield.

This report provides policy and planning guidance; directs decision-makers toward additional resources; and provide background information from other Capitol Region municipalities.

## **OVERVIEW: TOWN OF ENFIELD**

### **HISTORIC DEVELOPMENT PATTERN**

The Town of Enfield was settled in 1680. By the late 1700's, a group of Shakers settled in the Town and flourished there, until relocating in the early 20<sup>th</sup> century. By the early 1800's, the river setting attracted industries including: gunpowder, iron works, gristmills, tanneries, and textile mills. The Town core was, and still is, the village of Thompsonville. Other villages include: Hazardville, Scitico, and Shaker Pines. The Town grew rapidly from the 1950's to the 1970's. The population has now stabilized; the estimate for 1997 is 43,136, a decrease of 5.3% from 1990 (Connecticut Department of Public Health).

### **TOWN GOVERNANCE**

The Town has a Council-Town Manager form of government. Planning and zoning authority is combined in one commission. The Enfield Conservation Commission is responsible for both inland wetland administration and open space preservation. The Commission devotes substantial time to wetland issues.

### **KEY ENVIRONMENTAL AND LAND USE FEATURES**

Key environmental features include: the Connecticut River; numerous inland streams and rivers, in particular the Scantic River; a pingo corridor<sup>1</sup>; wildlife habitat; and fertile agricultural land. The Town has a regional

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<sup>1</sup> A pingo is a geologic feature resulting from glacial activity that usually functions as a vernal pool.



mall, major industrial and service employers, and a state prison. Historic features include: the largest mill renovated for residential use in the state, an historic district, and additional historic sites.

Primary open spaces are the Scantic River corridor, and agricultural tracts east of the Scantic. Protected open space includes: *Scantic State Park*, comprised of select parcels abutting the River; limited recreational sites on the Connecticut River; Town parks; and five farms. The area east of the Scantic is defined as Agricultural Preservation in the Plan of Conservation Development, although steady development is underway there. Enfield has well-established, diverse land uses: from major corporate centers, to substantial and productive agricultural tracts, to major riparian corridors.

### **DEVELOPMENT ACTIVITY**

Approximately 68% of the Town's land area is developed. Total developed land is 14,817 acres, of a total of 21,914 acres (Plan of Conservation and Development, p. 29). Development pressure continues to be strong, and there are several subdivision projects underway. Many undeveloped sites are zoned for commercial or industrial use. Several large farms are for sale.

## **RATIONALE FOR OPEN SPACE PLANNING**

### **DEFINITION OF OPEN SPACE**

The term "open space" refers to land with at least some protection from development. Some tools provide temporary protection, but tools that offer permanent protection are far more effective. This well-accepted model defines six functional categories of open space (Gibbons):

#### **Categories of Open Space by Function**

- 1) Natural Resource Protection
- 2) Outdoor Recreation (active and passive)
- 3) Resource Management
- 4) Protection of Public Health and Safety
- 5) Areas that Shape Community Character or Design
- 6) Historic, Archaeological, or Cultural Sites

### **COSTS AND BENEFITS**

The costs and benefits of open space can be analyzed, much like any other municipal investment. Such analysis indicates that municipal planning for open space preservation provides substantial benefits over time. Some benefits can be quantified in financial terms; others are more difficult to quantify.

#### **Quantifiable benefits include:**

- Proximity to preserved open space enhances property values (Lincoln Institute of Land Policy, p. 3).
- Open space has "natural systems value." Flood plains and wetlands are natural systems for flood control and pollution prevention; construction of equivalent systems is costly.
- Open space may be part of a "working landscape" that provides market-valued goods such as crops and animal, wood, and other natural products
- Hunting and fishing provide user fees.
- Open space resources may contribute to tourism industry.
- Provision of space for recreation.

#### **Unquantifiable benefits include:**

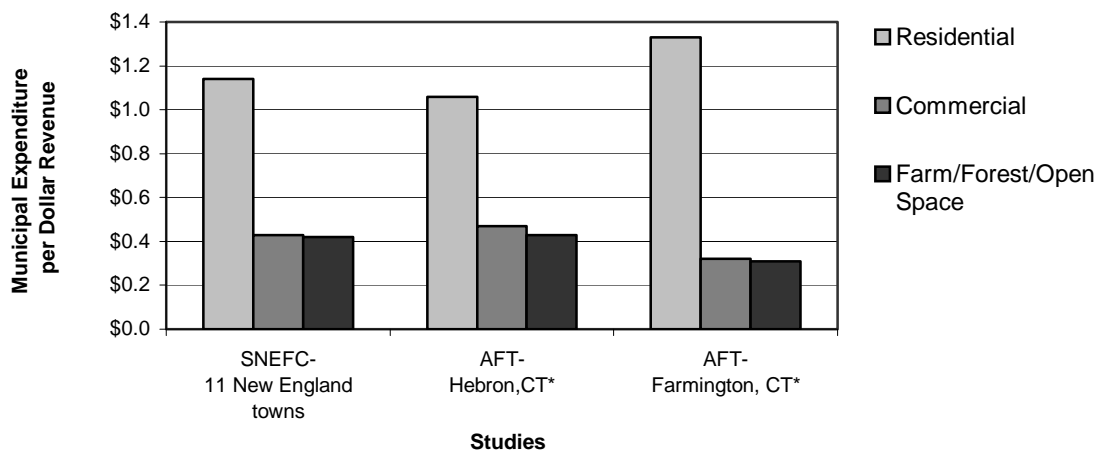
- Open space helps define a community's "sense of place."
- Public open space is a "non-excludable" public good to which everybody has equal access.

- Satisfaction is derived from connection with the natural world.
- Improvement/enhancement of quality of life in the community.

The fiscal and economic implications of open space need to be examined. Towns rely heavily on property taxes for operating revenue. Conversely, they expend funds to maintain various land uses. Some open space preservation tools keep land on the tax rolls, while others do not. Some categories of open space, such as farmland, public recreational facilities, and some privately held open space, generate revenue. Several studies have been conducted that compare the expenditures that open space require to the revenue that it generates. These studies consistently concluded that agricultural and open space land requires a much lower level of public expenditure than residential land. One well-respected study analyzed eleven diverse communities throughout Southern New England, and concluded that open space land actually *generates* revenue for towns, while residential land *requires* it (Southern New England Forest Consortium). Therefore, conversion of agricultural and forest to development is not advisable on a financial basis alone (Southern New England Forest Consortium). In Connecticut, data indicate that residential land requires public expenditures more than twice that for open space and agricultural land (American Farmland Trust, SNEFC).

***Table 1: Public Cost of Residential, Commercial, and Open Space Land***

For each dollar paid in taxes, the following public expenditures are made for residential, commercial, and open space land uses:



\* Commercial category includes industrial land use.

Sources: SNEFC (Southern New England Forest Consortium). *Open Space Helps Balance Municipal Budgets*.  
AFT (American Farmland Trust). 1999. *Fact Sheet: Cost of Community Services*.

Also, it should be noted that the values in *Table 1* only consider tax revenue and expenditures, and do not include the many quantifiable and unquantifiable benefits of open space that are listed above. The American Farmland Trust provides a methodology for a municipality to undertake their own “Cost of Community Services” study<sup>2</sup>.

<sup>2</sup> For methodology, consult the website: [www.farmland.org](http://www.farmland.org). Navigate to “Farmland Information Library”, then Cost of Community Services fact sheet.

In addition, open space may actually promote fiscal growth because credit agencies often perceive land conservation and planning as a benefit, and unmanaged growth as a negative (Woodeshick). Open space may be one factor that contributes to an upgrade of a municipality's bond rating (Woodeshick). Thus, when open space and farmland are well chosen and managed, they are sound municipal investments.

The majority of citizens of Enfield have already expressed their belief that open space can benefit the community. Consensus for open space preservation tends to gather momentum as towns become more developed and open space becomes a scarce commodity, and this is the case in Enfield. A survey of Enfield residents revealed that 93% support protection and acquisition of open space, particularly along the Scantic and Connecticut Rivers. Also, citizens consistently supported increased passive and active recreational opportunities, protection of the integrity of neighborhoods, and preservation of rural character (Plan of Conservation and Development, p.33). Thus, citizens recognize and support the diverse benefits that open space can provide.

### **PERCEPTION OF OPEN SPACE**

The term "open space" is subject to a wide range of interpretations, both positive and negative. A community that embarks on an open space planning program must anticipate some concerns regarding the concept of open space. Potential concerns include: informal gatherings that generate noise or unwelcome activity; dumping of refuse; encroachment of residential uses into public open space; or deficient maintenance that leaves spaces unkempt or unsafe. Communities that undertake a public dialogue regarding open space must be prepared to address these concerns.

Also, landowners are likely to be concerned about the effect of regulatory and non-regulatory tools on the development potential of their property. Strong opposition can defeat an ill-considered open space plan. Suggestions for avoiding this scenario include:

- 1) Implementing a public participation process that includes all affected parties;
- 2) Proceeding cautiously, particularly when discussing large tracts of open space, such as agricultural land (Leslie);
- 3) Designing effective educational material; and
- 4) Responding to citizen concerns.

## Section Two: RECOMMENDATIONS

### GOALS, POLICIES, AND OBJECTIVES

#### GOAL AND POLICY STATEMENT

Goals are broad statements that clarify a community's values. They are essential to guide the planning process, and may evolve over time. A goal is "an ideal future condition to which the community aspires" (Kaiser et al, p. 262). Policies are actions to be undertaken by a government or organization to achieve a goal. A Goals and Policies Statement provides a framework to evaluate the effectiveness of a planning program.

Two workshops were devoted to assisting the Conservation Commission to develop a Goals and Policies Statement. The participants reviewed goals from other municipalities in the region (*Attachment 2*). They defined seven broad goals listed in order of priority. Each goal is supported by several policies.

***Table 2: Goals and Policies Statement***

<b>GOALS</b>	<b>POLICIES</b>
<b>GOAL 1:</b> Preserve and protect the Town's natural resources: hills, rivers, streams, ponds, floodplains, pingos, and aquifers, and protect habitat of both flora and fauna.	<ul style="list-style-type: none"> <li>• Develop strategies to ensure the protection of parcels with unique habitats and natural features as identified by Department of Environmental Protection wildlife inventories and local knowledge; prioritize areas for protection.</li> <li>• Develop strategies to provide supplemental protection to the Town's three primary aquifers.</li> <li>• Expand inventory of protected parcels to create open space corridors along the Scantic and Connecticut Rivers.</li> <li>• Implement techniques to protect fragile terrace escarpments.</li> <li>• Explore ways to coordinate natural resource protection efforts with other public and private organizations: state, land trusts, industrial and commercial, prison, utilities.</li> </ul>
<b>GOAL 2:</b> Preserve prime agricultural lands and farmland as an industry and open space amenity.	<ul style="list-style-type: none"> <li>• Evaluate existing agricultural land preservation programs and ways to supplement them.</li> <li>• Improve the viability of farming in Enfield by implementing innovative ways to market farm products.</li> <li>• Identify farms of special significance for priority protection/possible Town venture.</li> <li>• Investigate opportunities for coordination with North Central Connecticut Tourism District.</li> </ul>
<b>GOAL 3:</b> Preserve floodplains and natural drainage areas.	<ul style="list-style-type: none"> <li>• Identify key flooding sites where there are no existing development limitations for preservation efforts.</li> <li>• Be cognizant of potential flooding impacts in development review process.</li> </ul>

<b>GOALS</b>	<b>POLICIES</b>
<b>GOAL 4:</b> Preserve and enhance the historic and cultural heritage of the Town.	<ul style="list-style-type: none"> <li>• Coordinate open space planning with historic and cultural heritage preservation efforts.</li> </ul>
<b>GOAL 5:</b> Expand opportunities for passive recreational uses where such uses are compatible with ecosystems.	<ul style="list-style-type: none"> <li>• Identify opportunities for developing low impact trails in proximity to residential areas.</li> </ul>
<b>GOAL 6:</b> Develop network of linked open spaces to support passive rec. and habitat	<ul style="list-style-type: none"> <li>• Identify future open space corridors such as Scantic and Connecticut Rivers.</li> <li>• Identify key parcels that link existing or proposed open space.</li> </ul>
<b>GOAL 7:</b> Utilize open space to enhance the quality of life in residential areas and to preserve unique scenic features of Town.	<ul style="list-style-type: none"> <li>• Identify tools for creating buffers between commercial/industrial development and residential areas.</li> <li>• Evaluate the distribution of open space by neighborhood and promote equitable distribution through future open space planning.</li> <li>• Develop strategies to preserve key scenic features and vistas as identified in scenic vista survey (such as the drumlins in eastern portion of Town and Connecticut River Island views); prioritize these sites for protection.</li> </ul>

Identifying open space corridors, such as the Scantic and Connecticut Rivers, is important. Also, open space parcels should be linked to create trail systems. The members support protection of fragile terrace escarpments along the Scantic River. The Conservation Commission members felt the process should emphasize passive, rather than active, recreational sites (*Attachment 3 and Attachment 4*).

## OBJECTIVES

Goals and policies are supported by objectives. An objective is “an intermediate step toward attaining a goal and is more tangible and specific” (Kaiser et al, p. 262). Objectives may define location, a time element, and a measurable quantity, for example, meeting state water quality standards by the year 2005. The workshops did not address objectives. However, objectives are important because they are specific, and thus help to implement the plan.

## IMPLEMENTATION TOOLS

Implementation tools are very specific techniques for preserving land. They include: governmental and private programs, ownership methods, land use regulations, legal instruments, and financing techniques.

## **FUTURE STEPS TO IMPLEMENT THE OPEN SPACE PLANNING PROCESS**

### **OPEN SPACE TASK FORCE**

The Town should designate an *Open Space Task Force* or committee to coordinate an open space planning process. The Task Force should represent a broad range of community interests, with an emphasis on environmental issues. The statutory authority for open space planning currently rests with the Conservation Commission<sup>3</sup>. However, most communities have found that a broad-based Task Force is most effective. It is critical that the Conservation Commission be well represented on such a task force, for its members have extensive knowledge of the Town's natural and built features. The Task Force should devise a means for channeling Conservation Commission input to the Task Force.

Task Force membership should include representation from:

- Conservation Commission (at least 3 members).
- Land Trust (at least 1 member).
- Business, real estate, or development.
- Wildlife or environmental background (several members).
- Town Council.
- Planning and Zoning Commission.
- Planning Department.
- Dept. of Public Works or Engineering.
- Schools.
- Agriculture.

It is critical that several individuals contribute management skills. It is important to invest time and resources to set up a Task Force Implementation Program. South Windsor provides one model (*Attachment 5*).

The term "Task Force" will be used in the following discussion to refer to the decision-making group that may, in the future, be designated to implement the open space program.

### **MANAGING THE OPEN SPACE PLANNING PROCESS**

Open space planning is a long-range process, with many medium- to short-range tasks that require coordination. We recommend that the Task Force that is delegated to manage the process follow the steps outlined by Jim Gibbons, of the University of Connecticut Cooperative Extension System, in "Ten Steps in the Development of an Open Space Plan" (*Attachment 6*). The Task Force should be selected before the development of the Plan.

### **PRIORITIZATION OF SITES AND AREAS**

The workshop participants identified approximately fifty properties that should be considered for potential preservation efforts. The participants elected not to prioritize sites at this time. By casting a "wide net," the Task Force can position itself to take advantage of funding opportunities and available properties, as they arise.

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<sup>3</sup> C.G.S. Section 7-131a.

Prioritizing preservation areas is *critical*, so that the “big picture” strategy is made clear. The Committee should eventually prioritize sites. In some municipalities, the prioritization process begins with the definition of objectives (*See Objectives*, p. 6). A broader inventory of potential sites can be maintained concurrently with a list of high priority sites. There are several advantages to defining specific sites: the process will be more focused; key parcels are less apt to be overlooked; and priorities will be made public. A scenic inventory of key features can advance the prioritization process.

### **OPEN SPACE INVENTORY**

An inventory of Town land and protected sites is the most important informational component of the open space plan. Investing resources in a good inventory is a sound investment because it will help focus the land acquisition and preservation process, and can help secure funding. The data should be stored in a Geographic Information System (GIS), which can record specific data for each parcel. However, other data sources will be required. Jim Gibbons of Cooperative Extension System developed a “Manual of Mapping Techniques for Natural Resources Inventories,” which is a good place to start. This task can be accomplished by student interns or a consultant. Also, the NEMO Project at the Cooperative Extension System has offered to provide assistance to the Town in identifying and locating data sources.

The Town of Granby provides a good inventory model. The Town identified valuable resources, such as steep slopes, water features, and wildlife habitat. This area formed the core preservation area. The inventory included a scan for most developable parcels (Armentano).

A good inventory can help the Town to secure additional funding. A good inventory and accompanying map provide valuable information for grant reviewers; may add points in the review process; and make the application easier to process (Clapper). The Town should supply a colored map that shows protected public and private open space, ownership, environmental features, and deed restrictions. In addition, a mapped inventory is an additional indicator that the Town is engaging in a comprehensive open space process.

### **OPEN SPACE MASTER PLAN**

An Open Space Master Plan is a document that brings the Open Space Inventory and the Plan of Conservation and Development together. The Plan designates priority areas and sites. The Plan can help to link the Open Space Inventory with designated tools and policies, by area. The Task Force should help to develop the Master Plan, with extensive public input.

### **ADMINISTRATIVE PROCEDURES**

The Assessor’s Department performs an important function in the open space process. An assessor can inform citizens regarding tax information, and assist them in gathering information. The Town should use database software and files that can be shared by the Assessor’s and Planning Departments.

### **COORDINATION WITH NEIGHBORING MUNICIPALITIES**

#### **Suffield**

Representatives from the Town of Suffield met with the Enfield Conservation Commission to share ideas and begin collaborative efforts (*Attachment 7*). A Draft Open Space Plan was recently completed for Suffield, and its Plan of Conservation and Development is under revision. The Plan supports designation of an Open Space Committee to develop objectives and tools. Important open space corridors include: the Metacomet Trail and a bikepath that leads to Simsbury, both on the western side of town.

Participants agreed that Connecticut River Corridor yields the best opportunity for collaboration. All agreed that joint efforts would enhance opportunities to secure funding, particularly if the funding agency supports regional goals. They stated that it is important to set priorities so specific projects may be quickly advanced. These cooperative efforts should be publicized.

The participants identified the following opportunities for collaboration:

- 1) Jointly approach Northeast Utilities regarding future plans for their Connecticut River properties; indicate interest in purchase, and continue similar collaborative approach in the future.
- 2) Indicate specific interest in King's Island.
- 3) Explore opportunities to enhance the Enfield Dam.
- 4) Incorporate plans for future Route 190 improvements into open space plans. Open space proximate to the bridge will be pedestrian and bicycle accessible by residents from both communities.
- 5) Develop consistent policies regarding the Connecticut River.
- 6) Explore potential for restoration of the old bridge in Thompsonville.
- 7) Enfield received Wildlife Habitat Improvement Program (WHIP) funding from the Natural Resource Conservation Service that could be used to develop a series of educational signs for various species along the Connecticut River Corridor. This could be undertaken in Suffield, as well.
- 8) Identify opportunities to share and integrate recreational opportunities along the river. For example, picnic spots would be accessible by canoeists from across the river.

Items 4 and 7 were identified as priority projects. Both towns should identify representatives to continue these discussions.

### **East Windsor**

Coordination with East Windsor should focus on the Scantic River corridor. East Windsor applied for a *Small Cities Grant* to develop a fully accessible recreational facility on the Scantic River. The Department of Environmental Protection owns a parcel on the town line, and the Task Force should investigate future plans for the parcel. Workshop members suggested that Enfield and East Windsor coordinate efforts to preserve the pingo corridor in the southwest corner of Enfield. However, that area is not a focus for preservation efforts in East Windsor at this time (DeVoe). Coordinated efforts along the Connecticut River should be explored.

### **Somers**

The towns of Somers and Enfield share the Scantic River and a substantial agricultural corridor. Somers is primarily rural, with substantial open space. An Open Space and Trails Subcommittee, an offshoot of the Planning Commission, is focusing its efforts on trail development and watershed preservation. The *Northern Connecticut Land Trust* is fairly active in Somers, and the Shenipsit State Forest provides a large tract of open space. Approximately 10% of Town land is preserved under the State Farmland Preservation program.

The best opportunities for collaboration with Somers are:

- Extension of a trail from Scantic State Park east to Somersville Pond; and
- Preservation of contiguous agricultural tracts.

## **MAXIMIZE OUTSIDE FUNDING SOURCES**

The Task Force should strategize to maximize potential grant and fundraising opportunities. One member should be delegated to oversee this important function including: coordinating Task Force and municipal staff activity, and understanding what types of land various public and private organizations support. For example,



the Department of Environmental Protection seeks to preserve larger parcels that are regionally accessible and significant from a statewide perspective.

### **EVALUATION CRITERIA TOOL**

An *Evaluation Criteria Tool* provides criteria to evaluate potential open space acquisitions or subdivision dedications. The workshop participants concluded that use of such a tool would be important in the open space planning process. The criteria are applied to each parcel, and the scores are tallied for a final score. This tool requires decision-makers to assess the quality of the site and the feasibility of uses *before* acquisition.

CRCOG staff developed a model based on a tool developed by the Town of South Windsor. The Draft Tool has two parts:

- 1) Suitability of parcel as public open space;
- 2) Potential for parcel to meet open space goals (*Attachment 8*).

The participants suggested that criteria for environmental contamination and development potential be added. The tool will need to be tested and refined to have confidence in its measurement. Even without the scoring feature, the tool can serve as an evaluation checklist.

### **OPEN SPACE CAMPAIGN**

The Town and Task Force will need to enlist the assistance, support, and ideas of citizens if the plan is to be successful. Specific ideas will be needed to develop a master plan. If citizens have an opportunity to voice their needs, they can be more effectively addressed. Developing a set of brochures to help citizens preserve their land and participate in the process would be a wise investment. The brochures could be similar to the brochures published by the Town to assist citizens with development applications. The brochures can:

- Encourage donation of properties, and direct individuals to appropriate resources.
- Encourage participation in a local or regional land trust.
- Explain the benefits of easements and other tools.
- Explain farm preservation options.
- Provide ways for citizens to become involved in the planning process.
- Illustrate the comprehensive nature of open space planning by bringing all the programs together.

### **FORMS AND PROCEDURES**

These forms and procedures are essential to implementation of a comprehensive open space planning program. The details and associated procedures may vary based on the Implementation Process.

#### **Application Form for Consideration of Properties for Open Space**

This form is provided to an individual or organization that wishes to donate gifts of land or preserve a property. It is designed to gather basic data to expedite the review process. The Town should designate an individual to respond to questions about the form, and a department to process it, ideally the Planning Department (*Attachment 9*).

#### **Procedures for Town Purchase or Receipt of Gifts of Land**

It is critical that Town officials establish clear procedures for potential land donors. The Task Force should designate one official to facilitate the process by providing appropriate forms and information, and direct the individual to the appropriate organization (*see recommendations by Francis Armentano, p. 27*). This process is handled differently by various towns. In towns without an Open Space Task Force, the individual is

directed to the Council, and the property is considered for potential purchase. In other towns, the individual is directed to a land trust. In Enfield, the designated official should refer the individual to the Task Force, so it can determine whether the property merits Town purchase, or is better managed by a land trust.

### **Guidelines for Obtaining Real Estate Appraisals**

The Department of Environmental Protection developed a format for preparation of a real estate appraisal (*Attachment 10*). The format describes what an appraisal should include. It notes that the *Uniform Standards of Professional Appraisal Practice* must be complied with in all appraisal reports. The format lists three types of appraisals: 1) Direct Sales Comparison Approach; 2) Cost Approach; and 3) Income Approach. The municipality will need to assess which approach is most appropriate. Land Trusts are also a good source of information about appraisals.

### **Guidelines for Stewardship of Protected Property**

(*Attachment 11*).

### **Management Plan**

This form provides the management plan for municipal parcels (*Attachment 12*). The form describes the basic characteristics of the property, as well as short- and long-term actions to be taken, and would probably be completed by a Task Force Subcommittee. The form should indicate specific actions and timetable for maintenance required by Town departments. The schedule of tasks should feed into a master schedule for property maintenance. The Task Force should periodically reassess each Management Plan.

### **Forms for Tracking Open Space Property**

These forms record and track the specific actions and dates the actions were taken (*Attachment 13*).

### **Procedural Issues to Facilitate Department of Environmental Protection Purchases**

The Department of Environmental Protection has indicated that communities which undertake procedural requirements on their own may facilitate the DEP land acquisition process (Clapper). The Department of Environmental Protection has not designated funding for acquisitions in the Scantic State Park corridor. However, the Town can submit applications to the *Recreation and Natural Heritage Trust Program* for review for potential land acquisition. There are three requirements: 1) map of property that can be transposed onto USGS information, such as a traced assessor's map or A-2 survey; 2) brief description of property; and 3) application (*Attachment 14*). In addition, the submittal should include a mapped inventory of Town land (*see Open Space Inventory, p. 8*). The submittal information must be complete and accurate. The Town should make the form available, and assign a knowledgeable contact person to assist the landowner with procedural requirements. Individuals at the DEP are available to provide additional information<sup>4</sup>. The DEP has maps that show properties that have already been reviewed.

The DEP rates potential acquisitions by these criteria:

- 1) Is the parcel contiguous to DEP holdings?
- 2) Is the parcel in a priority acquisition area?
- 3) Does the parcel border on water?
- 4) Can the parcel accommodate recreational facilities? (not too sloped or wet, with potential road access)
- 5) Is the parcel unprotected by land use regulations? (If it is not developable, the Department of Environmental Protection is less apt to acquire it).

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<sup>4</sup> Suzanne Barkyoub (860)424-3077 can assist individuals with application and submittal information requirements; Chuck Reed (860) 424-3016, Director of Land Acquisitions, can provide additional information.

## **IMPLEMENTATION TOOLS (NON-AGRICULTURAL)**

This section provides recommendations for implementation tools identified through research, interviews, and workshop input. It is divided into two sections: Regulatory and Non-regulatory. Implementation tools were discussed at the second workshop, and a handout was provided (*Attachment 15*).

### **STRATEGY**

There is an urgent need to implement an Open Space Plan in the Town of Enfield. Much of the land was developed prior to the present awareness of the importance of natural systems, and development continues to proceed rapidly. The remaining environmental features are threatened, and there is a great need for passive recreation space.

The Task Force should develop a strategy that incorporates a range of tools for several reasons:

- 1) Open space planning should be viewed comprehensively – there are many creative ways for implementing open space goals;
- 2) A range of tools can help insure that burdens, costs, and benefits are distributed more equitably across the citizenry; and
- 3) Tools may be eliminated during the process for political, administrative, or financial reasons. Communities that succeed in preserving open space share a common element – they implement a wide range of tools.

### **REGULATORY TOOLS**

#### **Environmental Overlay Protection District**

The Town should implement a “River Protection District” to preserve the fragile terrace escarpments and vegetative buffer along the Scantic River. Such a tool will preserve these natural features in a comprehensive manner, rather than a case-by-case basis. The escarpments should be mapped in the Inventory. The Task Force should review current literature and develop environmental criteria that can be implemented as an “overlay district.” These regulations need not be burdensome. Suggestions for criteria include:

- Adequate vegetative buffer between structures and escarpments.
- Stormwater management techniques to reduce erosion.
- Limits on the removal of vegetation and earthmoving across the site so natural topographic features are retained.
- Stabilized, limited access to riverbanks.
- Protect vistas.
- Protect pingos.

These regulations would be similar to a “Traprock Ridge Protection District” or the “Conservation Zone” along the Connecticut River. The “Traprock Ridge Protection District” is an environmental overlay protection zone permitted by C.G.S. to protect the natural and visual qualities of rock ridges by applying additional development criteria to a mapped zone. The rationale behind such a policy, and the extent of application, must be endorsed by the Plan of Conservation and Development. The Planning and Zoning Commission has the authority to approve and implement such regulations. Commission members should consult with the Town Attorney and Planning Department, in order to develop an ordinance that is legally defensible.

Also, the issue of riverbank erosion was identified as a priority by the American Heritage Rivers program (See River Corridor Preservation, p. 31).

**Subdivision Regulations**

Workshop discussions did not emphasize subdivision regulations, yet they have an important role in open space planning. Many communities in the Region seek to improve the quality of open space required by open space dedications, and to coordinate them with the Town's comprehensive open space plan. Enfield can pursue these objectives, as well. Given the Town's concern regarding flood control, flood prone areas should be a major focus in development negotiations.

One difficulty regarding subdivision open space is that it must meet many goals: active recreation needs vs. preservation of environmental features; and centralized open space versus connections with abutting parcels. Also, developers generally define open space dedications to their benefit. The Commission can exert more control over open space negotiations by forwarding proposals to the Task Force, and incorporating their recommendations into the approval process. The Council may need to refine the steps in the development negotiation process to accommodate Task Force input.

The Town should encourage implementation of a cluster subdivision ordinance (conservation, open space) to encourage the protection of open spaces and environmental features. It would be particularly appropriate for application in the Town's agricultural areas.

**NON-REGULATORY TOOLS****Easements**

Easements can and should be implemented more frequently in Enfield. However, because the Town is substantially built out and easements are most effectively implemented through subdivision negotiations, they will not play a dominant role. Easements should be implemented by:

- 1) Pursuing all opportunities to apply them in proposed subdivisions along river/brook corridors to preserve key features as identified in the Open Space Inventory, and preserve access to future trail networks. The proposed subdivision on the Scantic River at Town Farm Road is a good opportunity for application.
- 2) Initiating discussions with residents in existing subdivisions to create corridors to open space, and to provide connections between residential areas.
- 3) Negotiating to impose easements at existing and future corporate sites, particularly large campuses, so key environmental features are preserved.
- 4) Coordinating easements with features identified in the Inventory.

Under current procedures, the Planning and Zoning Commission requires easements, and the Council officially accepts them. In the future, the Task Force should provide some input regarding easements.

The issue of municipal liability for accidents that occur on easement tracts was raised by workshop participants. After discussion with attorneys and planners in the Region, it was concluded that easements do not impose additional liability on a town. This issue is addressed more extensively in *Implementation Tools: Non-Regulatory Tools, Easements* (page 26).

The Task Force should take the lead in drafting easements. Important issues include:

- Whether private or public maintenance is required; and
- Whether public access is allowed.

Several model easements are provided:

- 1) *Town of Farmington (Attachment 16)*: This easement presents very good, specific requirements for owner's use of the land. The municipality is responsible for clearing debris and vegetation, and for maintenance. The landowner must obtain permission from Conservation Commission to remove vegetation. Public access is not permitted.
- 2) *Town of Glastonbury (Attachment 17)*: This easement agreement is similar to the previous example, but includes a "Finding of Violation" section and permits public access (pg. 2).
- 3) *Town of Willington (Attachment 17a)*<sup>5</sup>: Good guidelines for limiting use of the land; acceptable activities; and provisions for restoration in case of violation.

### **Fee Simple Purchase**

Enfield should strongly consider launching a campaign to establish an open space acquisition fund. Implementing such a fund is an effective way to jump-start an open space plan, because it allows a town to act quickly to purchase land. Even a small fund provides some liquidity, as well as funds for matching grants. Land costs are high, and such a fund provides an additional funding source. It can be established through bonding, general appropriations, or other techniques.

An important, related consideration is funding capital improvements for sites. Degraded parcels may require substantial capital improvements to enable public use, and such is the case with some key parcels in Enfield. The decision-makers will need to take these costs into consideration as they make acquisition decisions. It is more difficult to identify funding sources for capital improvements than for acquisition costs.

### **Land Trust**

The Town's open space supporters – its citizens, Task Force, and officials - should endorse the creation of a land trust that serves Enfield exclusively. This would afford Enfield citizens greater control over the acquisition process; expedite the process; and provide an additional preservation tool. As an alternative, open space supporters could seek better coordination with the *Northern Connecticut Land Trust*.

Workshop participants suggested that some Enfield citizens that are advancing in years may wish to have their land preserved. A land trust is the most expeditious way to manage these properties.

Significant effort is required to create a land trust (See *Active Land Trust*, p. 28, and *Key Points for Future Implementation*, 28). The Task Force can support a new Land Trust in several ways:

- Seek funding from corporate citizens. The Task Force can begin by enlisting support from one corporate partner. Given the many corporate sites in the town, even small corporate donations would be helpful.
- Share information and data with the trust; for example, the Open Space Inventory.
- Encourage collaboration between municipal open space interests and the land trust.

Town officials can also support the land trust by implementing the additional measures outlined in "Land Trusts" (p. 27).

### **Greenways**

The Town is deficient in passive recreational facilities, as noted by citizens in the consultant (Enfield Plan of Conservation and Development, p.33). Greenway development should be a major focus and will serve

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<sup>5</sup> This model easement was drafted by Attorney Mark Branse.

multiple goals: flood control, habitat protection, enhancement of water quality, and provision of passive recreation space. There are various programs for financial assistance, as well as good models in the region, such as in Manchester and Hebron.

These factors should be considered in greenway development:

- Create links with educational facilities, where possible.
- Designate greenways in major watersheds, such as Scantic or Freshwater Brook, then look for smaller applications.
- Create good access points to residential areas, and plan for public access that does not create significant impact to neighborhoods.
- Create greenways as buffers between neighborhoods and more intensive land uses (as identified in Plan of Conservation and Development).

The Connecticut Greenways Council conducts meetings across the State. A representative from the Task Force should contact this organization and become familiar with its resources.<sup>6</sup>

### **Open Space to Enhance Residential Areas**

The Town has many older residential neighborhoods of moderate density. These neighborhoods lack sufficient open space amenities. Below are several suggestions to incorporate open space in residential areas:

- Community Gardens. Community gardens provide a range of benefits, and there are models in Hartford, Granby, and West Hartford. The Town will need to identify small public parcels for farming; provide modest funds for supplies; and identify a volunteer coordinator. Collaboration could be sought from 4-H and scout groups, schools, food pantry volunteers, community development groups, neighborhood associations, and retired citizen organizations.
- Parklets. Parklets are small parks tucked into residential areas. Workshop participants emphasized the preservation of larger, pristine spaces. However, there may be opportunities to create small parks that serve dense neighborhoods.
- Buffering residential areas. Workshop participants identified protection of neighborhoods from more intensive land uses as a primary concern. Buffering also enhances community character.

## **AGRICULTURAL IMPLEMENTATION TOOLS**

### **STRATEGY**

The Town needs an agricultural preservation strategy that is coordinated with the broader open space planning strategy. The Task Force can oversee the agricultural preservation strategy, but should consider designating an agricultural subcommittee that includes individuals with agricultural expertise. Agricultural tools were discussed at the third workshop (*Attachment 18*), utilizing a handout (*Attachment 19*). The community will need a package of diverse tools to implement a successful farm land preservation program.

The Task Force can proceed by:

- 1) Prioritizing properties that are very important to the Town (between ten and twenty properties) (Ruwet);
- 2) Contacting owners of the properties to understand their future plans:
  - a. Are farms succeeding financially?
  - b. Do the owners have plans to sell?
  - c. Has a future generation of farmers been identified?

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<sup>6</sup> Connecticut Greenways: Leslie Lewis, c/o Department of Environmental Protection, 79 Elm Street, Hartford, CT 06106; (860)424-3578

- 3) Identifying tools the Town can use to permanently preserve farms, or portions of farms.
- 4) Identifying important agricultural/open space clusters. It is best to have preserve farms in clusters, rather than in isolation. Identify farms that may be on verge of leaving farming.
- 5) Tie farming to economic development: provide support programs, small business loans, and economic development resources (Ruwet).

## REGULATORY TOOLS

This comprehensive strategy emphasizes non-regulatory tools because the agricultural sector is probably not strong enough to support extensive regulation. However, regulatory tools do have a role:

- Expand business and marketing opportunities. Make changes to land use regulations to allow appropriate development or expansion of uses on agricultural land. Bed & Breakfasts, roadside stands, small retail operations, and farming museums would be appropriate.
- Preserve scenic character. Incremental subdivision of agricultural land along roads is decreasing scenic quality. The Task Force or Agricultural Subcommittee should investigate ways to encourage farmers to subdivide land in clusters, rather than in strips along roadways.

## NON-REGULATORY TOOLS

### Purchase of Development Rights

- This is an attractive tool, but there is not much State funding available to implement it. Currently five farms in Enfield are enrolled in the State Purchase of Development Rights (PDR) Program (*Attachment 20*).
- Consider initiating a *Municipal Preservation Fund* to supplement State PDR funds.
- Use a *Municipal Preservation Fund* to acquire development rights to priority farms.
- Identify areas where farming is threatened. For example, none of the farms in the southwest region are permanently protected.

### Farm Retention Strategy

- Develop a marketing campaign to attract new farmers, perhaps in conjunction with University of Connecticut School of Agriculture.
- Identify farms that do not have a future generation to work them. Link them with potential new farmers.

### Increasing Viability

Workshop participants felt that facilitating alternative marketing strategies and agri-tourism could enhance the viability of farming in Enfield.

- Identify low impact ways for farmers to bring in additional revenue.
- Identify programs with funding for business investment:
  - 1) The Connecticut Department of Agriculture is implementing a program to provide training in business plan development for farmers<sup>7</sup>; and
  - 2) A study committee is redefining Agriculture as an *Economic Development Industry Cluster*. The designation will expand opportunities for economic developing funding (Ruwet).
- Develop an informational brochure to make farmers aware of the programs (Potential Chamber of Commerce assistance).

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<sup>7</sup> Program is under development; a workshop will be held in October or November of this year.

- Investigate opportunities for joint marketing with regional growers.
- Provide resources for estate planning for farmers.

#### **Link Farming with Tourism**

- Publicize existing farms that offer public access, such as Trinity and Collins Farms.
- Identify sites for a potential small-scale tobacco display, with a possible tie-in with Tobacco Museum in Windsor (Ruwet). Outside funding would be required.
- Farms that encourage public access could be stops on a Town-wide bike loop, with a published map. This project could be undertaken jointly with the Town of Suffield.

#### **Easements**

- Encourage farmers to apply easements to key environmental features, so features are preserved but development potential is not compromised.
- Promote forestry as an industry.

#### **Acquisition/Lease Back**

- If priority farms are threatened, consider Town acquisition with lease-back. The Task Force should identify appropriate sites.
- Fund with bond funds and grants.



## **RECOMMENDED TOOLS FOR SPECIFIC SITES AND AREAS**

This section presents recommended strategies and tools to preserve specific areas and sites. The workshop participants identified sites and areas for acquisition and preservation at the fourth and fifth workshops (*Attachment 21 and Attachment 22*). The recommendations are based on workshop discussions, limited visual observation, and additional research on implementation tools. More intensive review will be required at later stages in the planning process. The intent is to present key issues; to address open space planning comprehensively; and to begin to make the link between goals and policies, and specific tools. Additional comments address the feasibility of funding potential acquisitions, as a financial strategy is required. *Map 1* identifies existing open space by use; many spaces are not permanently protected. *Map 2* identifies parcels for potential acquisition/preservation. The sites are discussed by area below.

### **LOWER SCANTIC RIVER CORRIDOR**

**Strategy:**

- Address the deficit of passive recreational space by developing a greenway/trail system along bank; best opportunity is on right bank.
- Define good access points to trail, while being cognizant of abutting residential areas.
- Initiate contact with Department of Environmental Protection for potential acquisitions adjacent to abutting DEP property in East Windsor.

**Key Parcels:** 1, 2, 3, 4, and 38. Several of these properties abut the Neelans Road subdivision, a new subdivision of moderate density. There is an opportunity here to continue a trail along the river, while ensuring streambank stability. Potential environmental contamination must be studied. It would be good to establish contact with the homeowner's association of the subdivision to determine whether they would support preservation of these areas. The Scantic River State Park Master Plan (Department of Environmental Protection, 1989) identified a site on the Scantic River in East Windsor at Melrose Road, just across the town line from Enfield, for development of canoeing, hiking, and fishing facilities. There are no longer funds dedicated for development of the Scantic River State Park. However, parcels could be submitted for consideration by the Department of Environmental Protection Land Acquisitions Division, and would compete for state-wide funding (*See Procedural Issues to Facilitate DEP Acquisitions, p. 11*).

**Tools:** *Parcel 1:* If possible, the Planning and Zoning Commission should negotiate a conservation easement for a trail along the Scantic River across this property. At very least, a wooded buffer strip of at least 30' should be maintained. Sites such as this one should be subject to the *Environmental Overlay Protection District*, if such a district is established.

*Parcel 2.* This site is proximate to existing Department of Environmental Protection land; pursue potential DEP acquisition.

*Parcels 3, 4.* Provide incentive for homeowner's association to provide funds to preserve this land. For instance, the Town could offer to match acquisition funding. The land appears to have limited development potential, and thus the cost may be reasonable. Another alternative: approach the Town or *Northern Connecticut Land Trust* and investigate whether the land trust and subdivision can undertake joint responsibility for acquisition/maintenance. The parcels are critical to greenway development, and could link to trails in East Windsor. *Parcel 4* is included as part of threatened wildlife habitat in the *State Natural Diversity Survey*.

*Parcel 37:* A gun club occupies this parcel, and its owners may wish to sell. Its location abutting Town land makes it an excellent choice for Town purchase.

*Former Landfill Site:* This site is being considered for development as active recreational space. That is a good use for the southeastern sector, but extensive regrading will increase erosion. The western sector should be reserved for a future trail network.

### UPPER SCANTIC RIVER CORRIDOR

**Strategy:** • Develop a greenway/trail system.

- Initiate contact with DEP for potential acquisitions adjacent Powder Hollow.
- Coordinate open space Master Plan with DEP priorities for land acquisition and facilities development.
- Define good, well-marked access points to trail.
- Develop limited parking sites and a bicycle parking facility, where appropriate, for access to trails and fishing spots (Hazardville is one potential site).
- Explore potential for restoration of historic structures in Powder Hollow; coordinate with trail system (work with Historical Commission).
- Identify alternative funding sources (historic redevelopment, greenway funding, or land trust).
- Contact owner of Stocker property, as the DEP may be interested in acquisition.

The Scantic River State Park Master Plan (DEP, Bureau of Parks and Forests, 1989) identified Powder Hollow as a priority acquisition area. Several sites along the upper Scantic River were identified for recreational facilities development including canoeing, fishing, hiking, picnicking, and camping. Dedicated funds for acquisitions along the Scantic were rescinded, and the operational budget was reduced by one-third (Clapper). However, the Town and Task Force can still advance properties for consideration for State funding. Submittals would be rated, and compete against other sites. The Task Force can facilitate the process by assisting landowners with procedural requirements (*see Procedural Issues to Facilitate DEP Purchases*, p.11).

**Key Parcels:** 14, 35, 36. The corridor from Hazardville along the Scantic River south along Powder Hill and Abbe Roads has high scenic value. Several large tracts are permanently protected: the Collins Farm and DEP tracts. Significant Connecticut Water Co. holdings remain undeveloped, and the Town has right of first refusal on future sales. This is a prime area for Town acquisition, with greenway funding assistance. The land is currently zoned for 2-acre residential lots. This would be a prime area for recreational use and tourism development, although it is limited by lack of parking and narrow road and bridge access. The Raffia Road neighborhood, a dense neighborhood with few recreational opportunities, should be included in discussions.

**Tools:** *Parcel 14:* This parcel presents possibilities and challenges. The southern portion is used for gravel mining and transport. This parcel provides an essential trail link. The Town should consider purchase of the northern portion. It is degraded; restoration would improve the scenic and water quality. It is unlikely that the DEP or a land trust would want the parcel, due to potentially high restoration costs. Additionally, the Town should investigate whether land use regulations could be used to impose site restoration requirements on the present landowner.

*Parcel 35:* This parcel is ideally located to link trails along the upper and lower Scantic (although its site features have not been studied here). It abuts the former landfill site and Connecticut Water Co. land, providing excellent trail potential. A number of tools may be appropriate. The size and location of the parcel may attract DEP interest. If the parcel provides good habitat and environmental features, and development potential is limited, it could be suitable for a conservation easement managed by a land trust or the Town. The Task Force should contact the owner to discuss future plans.

*Parcel 36:* The site features of this parcel have not been studied. It is an agricultural piece targeted for preservation in the Plan of Conservation and Development.

*Parcel 38:* The Connecticut Water Co. holds this large property. If the company sells, the Town has right of first refusal. The town should plan its actions should the parcel be put up for sale. In the meantime, the Task Force should investigate opportunities to negotiate an easement that allows public access. This sizable parcel may attract interest from the DEP or land trust.

*Raffia Farms* (south of Collins Farm): This farm should be preserved so this outstanding scenic corridor is protected. If it were not possible to protect this farm, cluster development would be appropriate.

### CONNECTICUT RIVER CORRIDOR

**Strategy:**

- Aggressively pursue opportunities to obtain agency or non-profit funding.
- Create access points to serve abutting residential areas, as well as the broader public.
- Highly accessible sites with potentially high level of use will require site design and maintenance.
- Parcels proximate to *Parcel 15* that become available should be purchased.

**Key Parcels in Upper corridor:** 16, 18, 24, 25, 27, 28, 29, 30, 31, and 32. There is a lack of public access and recreation sites along the Connecticut River. The Town has begun to address this by obtaining funding to acquire *Parcel 15*. Smaller parcels should be assembled to create larger tracts to accommodate trails and parks with seating areas. A key issue: should the Town acquire/protect any parcels that become available, or focus efforts on key areas?

**Tools:** *Parcel 16:* This large tract is owned by Northeast Utilities, and contains Native American archaeological artifacts. Purchase may require a collaborative effort. Interest may depend upon the condition of site. Requires additional parcels to create access.

*Farm 6:* Appears to have key environmental features; acquisition/protection would provide access to Parcel 16.

*Parcels 30, 31, and 32:* The open space value of these parcels would increase if *Parcel 16* became available.

**Key Parcels in Lower corridor:** 17, 19, 20, 21, 22, and 23, and 26.

**Tools:** *Parcel 17:* This parcel provides views of King's Island, although its site features have not been studied here. The land is zoned for regional business, and thus has high development potential. At the very least, the Town should attempt to negotiate a river corridor easement. Wildlife groups could use the parcel as an eagle-viewing site, and their assistance should be sought. There is a scarcity of parcels to support trail development, except for the state boat launch.

### FRESHWATER BROOK WATERSHED

**Strategy:**

- Preservation to control flooding, provide recreational trails, and preserve habitat.
- Potential for trail development along brook from North Maple Street to Shaker Road.
- Parcels comprise one of the few large, densely forested areas remaining in Enfield.
- Enlist support of land trust.
- Involve neighboring residential areas.

**Key Parcels:** 5, 6, 7, 9a, and 9b. These parcels are large and may attract interest from a land trust.

*Parcel 5:* This is a valuable property under threat of development. This property is for sale, and previous study indicates it may support significant wildlife habitat. The Task Force should approach the owner and express interest, and see whether the sale could be delayed. Potential bond funds or general appropriations funds should be used to acquire or preserve it.

*Parcel 7:* This farm in the flood plain should be targeted for agricultural preservation efforts such as State Farm Preservation Program. Its high visibility makes it a good site for alternative marketing efforts. If developed, cluster zoning should be applied.

*Parcels 9a and 9b:* Town may have interest in purchase of these parcels for flood control. Depending on wildlife value, the size could attract interest by land trust.

### **BEAMAN'S BROOK/PINGO CORRIDOR**

**Strategy:** • Preservation for flood control, key environmental features.

- Apply easements to preserve environmental features in industrial zones.
- Identify key parcels in pingo corridor for preservation.
- No protected farms in this corridor.
- Preserve key farms in R-44 zone.

**Key parcels:** 34, 43, 44, and 45; **Farms:** 2, 3, 4, 4a, 7, 8, 9, 10, 11, 12, and 13. Permanent protection of any properties zoned industrial will be very costly. The Town should identify the key environmental features in the corridor in the Open Space Master Plan.

*Farm 2:* Trinity Farm. Priority for preservation.

*Farm 4:* Carson's Farm. Priority for preservation due to flood-prone location.

*Parcels 34 & 45:* These parcels abut a residential area and have many ponds. They may attract the interest of a land trust. The *Northern Connecticut Land Trust* owns one parcel in the vicinity, which perhaps could be expanded upon.

### **ADDITIONAL CONSIDERATIONS**

The location of open space parcels, and designation of access points to them, should be coordinated with the proposed bikeway/pedestrian trail outlined in the Plan on Conservation and Development. Also, proposed improvements to Route 190 that include sidewalk extensions to the bridge will allow pedestrian/bicycle access to Suffield.

## Section Three: CONSERVATION AND PRESERVATION TOOLS

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This section describes planning tools that may be used to implement the Enfield Open Space Plan. It provides commentary on feasibility, advantages, and disadvantages, and identifies the “critical element” for implementation. The tools are not listed in order of priority.

### **IMPLEMENTATION TOOLS (NON-AGRICULTURAL)**

#### **REGULATORY TOOLS**

##### **Subdivision Regulations**

##### **Open Space Requirements in Conventional Subdivisions**

Planning commissions regulate the subdivision of land, and may require subdivisions to include amenities, or “exactions” (Gibbons, T5, p.2). The Connecticut legislature stipulates that parks and open space may be required by a subdivision plan.<sup>8</sup> Subdivision regulations stipulate these requirements, and should include:

- Standards for amount of required open space (generally percentage of development area).
- Standards for when and where open space should be delineated.
- Type of open space to be preserved (i.e., recreation vs. environmental features).
- Suggested legal tools for land conveyance and ownership (Gibbons, T5, p.2).

The legal basis for open space dedication is strengthened when the municipality links land preservation policies to particular sites and areas. The *Open Space Component* of the Plan of Conservation and Development should define “specific types of land the commission seeks to preserve” (Gibbons, T5a, p. 1).

Communities in the Capitol Region generally adopt a minimum open space requirement. The requirement ranges from 5% in Vernon and Avon, to 20% in Hebron and Simsbury.

Communities seek to designate open space that meets community goals, but in practice this is challenging. Recently, some communities have determined that it is better to acquire open space that is functional, rather than unusable wetlands, steep slopes, or poorly sited parcels. In Granby, new regulations stipulate that 50% of dedicated open space must be free of wetlands and steep slopes. Also, communities seek to unify open space into a network, but this presents several challenges: 1) designating access points from subdivisions to the open space network; and 2) designing appropriate public access to the network. According to Francis Armentano, “. . . the Town (Granby) certainly has minimal control on the overall location of the placement of this space.”

##### **Cluster Subdivisions (“Conservation Subdivisions” or “Open Space Subdivisions”)**

This tool “requires clustering of development on that portion of a site most suitable for development, while permanently protecting land to be used for agriculture, resource protection, or recreation”<sup>9</sup> (Regional Plan

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<sup>8</sup> Section 8-25, C.G.S.

<sup>9</sup> According to C.G.S. Sec. 8-23, the commission of any municipality with more than 20% of its land in existing preservation, conservation, or agriculture, *shall* include cluster development in its plan of conservation and development to the extent consistent with soil types, terrain, and infrastructure capacity

Association, p.25). This technique may be “encouraged,” or required by an overlay zone, such as in Granby. The regulations allow reductions in standard lot size and yards, and may allow attached units. Attached structures have not caught on in most rural and suburban markets, perhaps due to resistance of current residents or perceived market demand (Regional Plan Association, p.25).

Advantages:

- Effective tool in an active subdivision market.
- Applicable to agricultural areas or areas with significant environmental features.

Disadvantages:

- Regulations must be carefully written to achieve desired effect.
- Cluster development does not appeal to all homebuyers.

Key Points for Implementation:

- Realistic assessment of housing demand.
- Political impetus to impose restrictions.
- Crafting the regulation to achieve the desired effects.
- Periodically assessed and refined the regulation.

Subdivision regulations are a useful tool in communities with an active development market. Conversely, town planners maintain that they should be thought of as one tool in a range of tools to facilitate open space preservation. In particular, other tools are required to implement an open space network.

**Fee-in-Lieu of Open Space**

The Connecticut General Assembly passed legislation that permits municipalities to require the payment of a fee-in-lieu of open space dedication in 1990. Towns may require a fee of no more than ten percent of the value of the subdivided land, or a combination of land and fee. The fee is put in a fund that is used to purchase open space. Thirteen towns in the Capitol Region have provisions for this method.

Advantages

- Allows communities to receive funds rather than inferior open space.
- Municipality can avoid the acquisition of numerous, scattered, small lots (Gibbons, T5b, p.1).

Disadvantages

- Frequently implementation may result in a deficit of on-site open space, or open space for network connections.
- A fairly new tool; its effectiveness is unproven.

Many towns have not spent their fee-in-lieu funds, or defined a procedure for spending them. The authority for fee-in-lieu acquisitions is often delegated to the Selectmen or Council, rather than the Planning and Zoning Commission. Planners are still assessing the process: should the Planning and Zoning Commission or the Open Space Task Force make recommendations, with legislative approval? The funds can typically be used for acquisition, but not capital improvements.

Current Implementation in Enfield

The Town of Enfield has \$463,000 in fee-in-lieu of open space funds<sup>10</sup>. The funds are held in a Special Revenue Fund for open space acquisition. None of the funds have been spent yet.

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<sup>10</sup> According to audit of June 30, 1998.

***Table 3: Capitol Region Communities with Fee-in-Lieu of Open Space Provision\****

<b><i>Municipality</i></b>	<b><i>Approximate Amount of Fund</i></b>	<b><i>Open Space Acquisitions</i></b>
Andover	\$40,000	No purchases yet.
Enfield	\$463,000	No purchases yet.
East Windsor	\$210,078	No purchases yet.
Farmington	Have not implemented the provision.	
East Granby	Approx. \$30-35,000	Purchase and clean up for 470-acre farm site purchased from FDIC; state grants for open space acquisition.
Granby	Have not implemented the provision.	
Hebron	\$27,000	No purchases yet; only implemented for one year.
Marlborough	\$40,000	Will soon be making purchases: seek land along river, adjacent to state parks.
Somers	Approx. \$100,000	Using funds to match an open space grant.
S. Windsor	Approx. \$15,000	No purchases yet.
Suffield	Approx. \$45,000*	No purchases yet.
Vernon	\$600	No purchases; just began imposing last year
Windsor Locks	Have not implemented the provision.	

\* Communities with an active subdivision market anticipate significant funds pending lot sales.

### **Environmental Protection Overlay District**

Environmental Overlay Districts are “one of the most commonly used tools in New England” (Regional Plan Association, p.27). Overlay districts may also be used to preserve agricultural areas, scenic views, historic resources, and environmental features. Common application for environmental features include aquifer recharge areas, floodplains, ridgelines, and habitat. The districts are mapped areas where additional environmental criteria are applied. The criteria may include: requiring reduced development density or impervious surface; restrictions on underground fuel storage; or limits on clearing vegetation (Regional Plan Association, p.27).

C.G.S. Sec. 8-23 authorizes any community with traprock ridges to “make recommendations for conservation and preservation of traprock ridgelines.” Municipalities can implement these regulations by creating an ordinance in the Zoning Regulations. To create a sound legal basis for the regulations, the district must be well-defined, and there must be a reasonable basis for the criteria. The proposed district should encompass features that have been identified in the open space inventory, and the policy should be endorsed in the Plan of Conservation and Development.

## **NON-REGULATORY TOOLS**

### **Easements**

Conservation easements are a tool designed to preserve land in its existing or natural state for perpetuity, while affording the land owner financial advantages. An easement is a conveyance of interest in land that is assigned from a landowner to another entity (Branse). Connecticut General Statutes permits a governmental body, charitable corporation, or trust to acquire and enforce conservation and preservation restrictions.<sup>11</sup> Easements protect agricultural land, surface and ground water, wildlife habitat, historic sites, or scenic views. According to Jim Gibbons of the Cooperative Extension System, “A conservation easement may be defined as: a partial interest in property that is transferred to a non-profit or government entity. The landowner retains legal title and all rights associated with the land except the right to develop the property. As ownership

<sup>11</sup> C.G.S. Section 47-42(a-c).

changes, the land remains subject to easement restrictions” (Gibbons, T2). With some exceptions, an easement is a permanently binding tool.<sup>12</sup>

### Financial Benefits

Land with an easement is still taxed, but may provide financial benefits:

- 1) The landowner may apply to P.A. 490 program to be taxed at use value, rather than market value.
- 2) Income tax may be reduced if the easement meets certain conditions.<sup>13</sup>
- 3) The value of property for estate taxation may be reduced, helping to keep land in a family.

### How It Works

Easements are created in several ways:

- 1) Negotiation between municipality and landowner/developer through the development process;
- 2) Pursued by an individual or non-profit organization.

The easement holder must draft a legal document (“Conservation Easement Agreement”) in accordance with C.G.S. Sec. 47-42b and Sec. 47-42c. Easements may be applied to all or part of a parcel. The municipal legislative body must approve the granting of the easement. The easement holder, such as a municipality or a land trust, is responsible for enforcing the deed restrictions.

Organizations that grant easements, such as land trusts, define their own eligibility criteria for granting an easement, such as size of parcel, location of parcel, and land characteristics.

### Common Applications

Easements are frequently used to protect significant environmental features or wildlife habitat, and to afford public access. Easements that stipulate limited public access can preserve habitat or fragile land features. An easement would not be suitable for land that invites frequent public access or has active recreational facilities.

Easements are frequently used in conventional or open space subdivisions to dedicate open space or preserve environmental features. In addition, easements can be used to protect a town’s resource-based industries, such as agriculture and forestry, if the covenants may be written to allow these income-generating uses.

Towns vary widely in their assessment of what makes an easement manageable. Some towns apply easements to small pieces of land. However, most towns find that small easements are difficult to monitor, and thus use them for larger holdings. Most towns develop a system for marking easements. Easements that are tucked away from public view tend to invite violations of restrictions. In this case, the town might choose to hold the land in fee simple or homeowner association.

### Advantages

- Less expensive than purchase, allowing a community to protect more land.
- Tool is flexible and can be tailored to meet the landowner’s needs and the land’s features (American Farmland Trust).
- Keeps land on tax rolls.
- May provide tax benefits for landowner.

<sup>12</sup> Easement may be modified if easement is of “no actual and substantial benefit because of changed conditions.” (*Board of Education, East Irondequoit Cent. School Dist. V. Doe*, 88 A.D. 2d 108, 452 N.Y.S. 2d 964 (4<sup>th</sup> Dept., 1982)).

Easement may be terminated in case of taking by eminent domain.

<sup>13</sup> If property has appreciated, the IRS limits the deduction to 30% of AGI per year, and value of easement may be deducted over a 5-year period. If property has not appreciated much, the IRS allows a deduction per year of up to 50% of AGI. Sale of the easement at below market value qualifies seller for charitable deduction, and gives owner partial payment, as well (Solloway and Nolon, p. 9).



- Reduces government intervention.

#### Disadvantages

- Staff time to draft, process, enforce, and track easements.
- Many landowners are unwilling to permanently reduce the development potential of their land, or cannot realize significant financial benefit.
- Agricultural conservation easements must be carefully drafted to allow farmer to adapt to changing conditions (American Farmland Trust).
- Future landholders may not be committed to upholding easement terms (American Farmland Trust)
- Offer parcel-by-parcel, but not comprehensive, protection.
- Public access must be negotiated if easement is to be part of greenway.
- Public encroachment may occur, such as dumping or prohibited uses.

The communities with the best opportunity to implement easements will present some combination of these features:

- An active market for subdivision development.
- Strong open space subdivision regulations.
- Vacant, developable land containing significant environmental features.
- Medium- to large-lot zoning.
- A perceived threat to valued agricultural land or wildlife habitat.
- Active land trusts with the capacity to educate landowners that hold easements.

#### Current Implementation in Enfield

Easements are not used on a widespread basis in Enfield. The Conservation Commission recommends voluntary imposition of easements, and the Town Council approves them.

The Enfield Town Attorney's office has expressed concern that easements, particularly with public access, may increase the Town's liability. One way to address this concern is to implement a restrictive covenant instead. A restrictive covenant is a legal contract that runs with the land, and can be written to restrict certain activities. However, attorneys and planners in the Capitol Region that have drafted and implemented easements maintain that they do not invite additional liability because:

- Town insurance already covers accidents on property with easements. If an accident were to occur on land with an easement, it would be the equivalent of any other kind of accident (Branse);
- Town facilities, such as schools, ball fields and playgrounds, invite potentially litigious activity, whereas easement land does not (Branse); and
- The professionals with whom conservation easements were discussed had no knowledge of resulting litigation. As a result, they conclude that liability has not been an issue.

There may be situations where restrictive covenants are deemed more suitable. However, easements provide flexibility and advantages including: potential for public access; potential access by public workers for inspection or maintenance; and the prospect for a landowner to qualify for reduced property tax status based on the land's use value. For these reasons, an easement is a valuable tool to include in a municipal open space planning program.

#### Key Points for Future Implementation

These elements will help ensure successful easement programs:

- 1) The community must undertake a comprehensive open space and natural resources inventory, and key environmental features and preservation areas should be defined in the Plan of Conservation and Development and Open Space Master Plan.
- 2) The community must educate the public regarding the benefits of the program, and make the process easy and accessible.
- 3) The specific features of a parcel (as identified by the inventory) should be well understood by all parties, and the easement agreement should be worded to address these special features (Gibbons, T2-2). A map that identifies restrictions should accompany the easement.
- 4) The town should develop guidelines that define criteria for appropriate public access to easements.
- 5) The Conservation Commission, Task Force, or other committee should take the lead in reviewing, evaluating, and initiating the easement process. This group must work in conjunction with the planning department, which initiates discussions with developers. The committee must develop a process to evaluate existing open space resources in conjunction with current development activity, while exerting negotiating skill with the developer, so that critical parcels do not “slip through the cracks” during development approvals. The Council typically has final approvals for easements.
- 6) The Town should establish a clear administrative procedure for filing easements in the land records (Gibbons).
- 7) Land protected by easement should have detailed management plans (Gibbons). In reality, no towns in this region have the staff to do this. Thus, a clear and simple management plan should suffice. The responsibilities for town departments and landowner should be clearly defined.

In short, easements do not present a direct financial burden, but do require a municipality to implement additional procedural and administrative functions.

### **Land Trust**

Land trusts are an increasingly popular method for land preservation in New England. Most land trusts are private, non-profit organizations that acquire land for conservation or recreation. A primary function is accepting and maintaining conservation easements. Many land trusts are founded upon land donations. The activity level of land trusts varies, from proactive to passive. In a proactive land trust, members actively solicit new properties, recruit new members, and schedule regular work outings to maintain properties and develop trails. Approximately 10% of the land trusts in Connecticut are considered “active” (Bowers).

A community may take a proactive approach by soliciting involvement by national or regional land trusts. For example, the City of Stamford, the Town of Greenwich, and the Connecticut-American Water Company worked with *The Trust for Public Land* to acquire land adjacent reservoirs<sup>14</sup>. The demands on national land trusts are high, so potential acquisitions must have unique features.

Towns can facilitate land trust activity by encouraging donations of gifts of land. A land trust may be better suited than a municipality to manage certain types of land. According to Granby Director of Community Development Francis Armentano, many individuals approach him wishing to donate land to the town, yet towns often fail to facilitate this. Town planners can facilitate land gifting and easements by:

- 1) Explaining preservation options to potential donors.
- 2) Putting potential donors into contact with previous donors.
- 3) Explaining tax benefits of donations.
- 4) Providing a brochure detailing the steps of the land gifting process.
- 5) Writing a letter for the donor in support of the open space and identifying areas of consistency with the Plan of Conservation and Development (Armentano).

<sup>14</sup> The Trust for Public Land is a national non-profit land conservation organization. They generally to support the efforts of a local land trust, for instance purchasing parcels or setting up financing, and then shifting responsibility to the land trust.

A “Proactive” Land Trust

The *Canton Land Conservation Trust, Inc.*, a “proactive” land trust, was formed twenty-five years ago under the auspices of the Canton Conservation Commission. The trust obtained grant money to buy property and build trails, and manages approximately 1,200 acres.

Key aspects of the trust: (summarized by Charlie DeWeese, Secretary):

- Membership dues are \$15.00.
- Board of Directors is comprised of 18 individuals. A land trust should solicit members with these skills: legal, financial, publicity, management, fundraising, and land management/forestry. Legal skills are the most critical.
- Board of Directors makes acquisition decisions and does most of the property management.
- Many members are retirees, but it is important to recruit younger folks, too.
- The trust hired a forester to plan a timber sale and develop management plans.
- Board meets approximately once a month, with 1-2 work parties a month of 10-12 individuals.
- Until recently, all land was donated. Most people are more interested in preserving their property than donating money. However, financial donations are important, and fund-raising is a challenge.
- Land trusts often obtain discounted rates for appraisals.
- Recently developed a *Director’s Handbook*.
- Need to continually expand public visibility.

Advantages

- Allow a community to preserve land that is not designated for preservation by municipality.
- Reduce government intervention.
- Draw upon local knowledge and talent, and involve citizens in open space planning.
- May allow preservation to proceed more expeditiously than through municipal channels.

Disadvantages

- Depend upon volunteer support.
- Key individuals invest a great deal of time.

Current Implementation in Enfield

Enfield is one of four towns served by the *Northern Connecticut Land Trust*. The Trust seeks to “help individual landowners preserve the unique qualities and beauty of their property” (Northern Connecticut Land Trust). It manages conservation easements and receives gifts of land that are managed and monitored through its Stewardship Program. The Trust has a 15-member board, including several representatives from Enfield, and meets once a month. Additional information is provided in the Trust Bylaws and Certificate of Incorporation (*Attachment 23*). The Trust has only one parcel in Enfield, on Weymouth Road. Thus, the Trust is not considered active in Enfield.

Key Points for Future Implementation:

- 1) Requires an active group of conservation-minded volunteers to undertake *specific* responsibilities: identification of potential properties; contacting landholders to explain tax benefits; and management and maintenance of land.
- 2) Include a land trust member on the Task Force.
- 3) Include the land trust in the municipal Open Space Planning Process from its earliest stages (Grant).
- 4) Identify ways that the land trust and Task Force can combine efforts, such as turning over municipal property to the trust, or utilizing Land Trust expertise in land acquisition and management.

- 5) Develop informational pamphlets to: 1) explain the advantages and procedures of donating land and seeking easements; and 2) recruit membership.
- 6) Delegate a planning staff member to facilitate land gifting and easement process, and coordinate potential donors with land trust representative.
- 7) The *Land Trust Service Bureau* provides resources.

### **Fee Simple Purchase**

Towns or organizations may acquire land by outright purchase, or fee simple purchase, in which they purchase all property rights, including the right to develop. To accomplish this, towns often pursue bonding, in which they add a bond request to a town-wide referendum or accesses funds set aside in an open space acquisition fund. The town charter stipulates the maximum value of land the town can purchase. A referendum is valuable because it demonstrates public commitment to open space acquisition (Leslie). Other towns and regions develop less conventional means of funding acquisitions. Several techniques for purchase are presented here; the analysis will concentrate on bonding.

### **General Obligation Bonds**

Connecticut municipalities frequently use bonding to purchase open space. General obligation bonds are the least expensive type of credit, and are generally used to invest in long-term, public capital assets (Myers, p.228). They require approval by the legislature, voters, or both. The issuing government is obligated to raise taxes or pursue other measures for repayment (Myers, p. 228).

### **Revenue Bonds**

Revenue bonds do not require referendum approval, but carry a higher interest rate than general obligation bonds. They are repaid from funds generated by a project, such as user fees or hunting and fishing licenses.

### **Common Applications**

Bonding funds are typically used to purchase:

- Critical or core pieces of a municipal open space plan.
- Land that will accommodate active recreation equipment, or requires intensive maintenance.
- Land that may accommodate a municipal facility.
- Land that serves a broad sector of the populace.

### **Advantages**

- Accords the town total control and permanent protection for the land.
- Public access can be well defined.
- Acquiring quality open space can “jump-start” an open space program.
- Accessible funds allow a municipality to compete with developers.
- Can be used to leverage matching grants.

### **Disadvantages**

- Land is removed from tax rolls.
- Method is expensive and thus should be considered as one in an array of tools.
- With ownership comes liability and maintenance responsibility (Gibbons, T1).
- Funds go further in communities with more undeveloped land and less development activity.

### **Key Points for Future Implementation**

- Strong political leadership, and legislative and administrative support, is needed if a bonding campaign is to succeed (Padick).
- Potential acquisitions should be subject to public hearings (Padick).

***Table 4: Bonding Referenda for Open Space Acquisition by Municipalities in the Capitol Region***

(Not a complete list)

<b><i>Municipality</i></b>	<b><i>Amount</i></b>	<b><i>Date of Bond Approval</i></b>	<b><i>Open Space purchases</i></b>
Bloomfield	4 million	Nov. 1988: part of a 4-question referenda	Various types: Farmington River site for boat launch; farm for lease-back; parklets and playgrounds; additional sites identified in Plan of Conservation and Development
East Windsor	No bonds issued to purchase open space.		
Enfield	No bonds issued to purchase open space.		
Farmington	\$500,000 1 million	1998 1999	Purchased "Suburban Park" and other properties
Glastonbury	**		
Granby	Undertake some bonding, but not a critical component of open space program		
Manchester	\$600,000		
Mansfield	1 million	1990; supplemental funding, as well	17 acquisitions including; wetlands; flood hazard sites; land for community gardens; land with trail access opportunities
Somers	No bonds issued to purchase open space.		
South Windsor	3 million 4 million*	Early 1990's 1996	- Key parcel in Town Center for park - 1) Clark property; farmland/wetlands; 2) Barton property: open space adjacent park; 3) 80 acre farm/wetlands; and 4) Priest property.
Windsor Locks	No bonds issued to purchase open space.		
Suffield	No bonds issued to purchase open space.		

\* Keep 1-2 million in funds available for properties that come onto market.

\*\* A \$2.5 million bond is on ballot for fall, 1999.

**General Appropriation Funding**

A legislature may appropriate general or dedicated funds to purchase open space. This technique "saves financing costs and reflects the fiscal choices of the current electorate" (Myers, p. 238). However, it presents the community with a current bill that may require a tax increase; it must compete with other programs; a limited scope of projects may be initiated; and repeated requests must be made (Myers, 239). Most Capitol Region communities dedicate some general funds toward open space purchases.

**Real Estate Transfer and Property Taxes**

Senate Bill No. 1223, introduced in the 1999 session, would have allowed Connecticut municipalities to increase the real estate tax up to 0.5 percent and apply the revenues for purchase of open space. However, the bill did not pass. If such a bill passes in the future, communities would need to implement it by referendum. On Cape Cod, voters defeated a real estate transfer tax, but approved a 3% surcharge on property taxes. Connecticut municipalities can create their own land acquisition funds. Funds may be capitalized by an amount not to exceed a tax of two mills against the municipality's property tax assessment (Connecticut General Assembly, p.26), and may be applied to open space, recreation, or housing. Funds may be carried over to the next fiscal year. The Town of Hebron recently approved a tax of ½ mill per year (\$180,000/year) for open space acquisition.

**Fee Simple/Lease Back**

Many communities in the Capitol Region purchase landmark farms and lease them back to farmers, thus preserving the agricultural land use. Bloomfield acquired several farms to lease back. Farmington used the technique to preserve farms in its floodplain. (See *Fee Simple Purchase/Lease-Back*, p. 14).

### Current Implementation in Enfield

None of these tools have been used to purchase open space in Enfield, except for general appropriation funding. The Town has not passed bonding referendums for open space acquisition, nor is there a line item in the annual budget for open space purchases. The Town has purchased some park space that is primarily used for active recreation. The Town was recently awarded a state open space grant to purchase *Parcel 15* (*Map 2*), and will match the grant with local funds.

### Greenways

Connecticut General Statute defines *greenways* as land that:

- 1) May protect natural resources, preserve scenic landscapes and historical resources, or offer opportunities for recreation or non-motorized transportation;
- 2) May connect existing protected areas and provide access to the outdoors,
- 3) May be located along a defining natural feature, such as a waterway, along a man-made corridor, including an unused right-of-way, traditional trail routes or historic barge canals or;
- 4) May be a green space along a highway or around a village (Regional Plan Association, p. 39).

The term “greenway” is both a means to conceptualize open space, and a program for creating it. Greenways are linear open space parcels that are linked to create a network. Such a network maximizes the accessibility, usefulness, and aesthetic character of open space. Future greenways should be defined in the Plan of Conservation and Development, and come under the purview of conservation commissions (Regional Plan Association, p. 26).

Greenway programs support this concept. The Connecticut General Assembly enacted the *Greenway Capital Grant Program* authorizing the Department of Environmental Protection to disburse funds for greenway development including trails, bikeways, and roads. The grants are used to match other funds, and, depending on the magnitude of the transportation component, may account for between 10 and 50% of project cost (Connecticut General Assembly, p.24). TEA-21 funds, which are disbursed by the area Metropolitan Planning Organization, may be used for bike facilities. The Department of Environmental Protection administers a Greenways Small Grants Program for grants of up to \$5,000 that municipalities can use to implement greenway projects.

### Advantages:

- A range of available funding sources.
- Community use corridors to build open space network.

### Disadvantages:

- No apparent disadvantages.

### River Corridor Preservation

The resources of various governmental and non-profit organizations can support a community’s river preservation efforts. The Connecticut River was designated an American Heritage River. The designation does not bring direct additional funding. However, it allows organizations and communities within the watershed to have access to a *River Navigator*, an individual that serves as a liaison between local, state, and federal agencies, and will help identify funding sources and provide assistance in coordinating grant and funding applications.<sup>15</sup> The American Heritage River program emphasizes particular watershed issues including: sewer overflows, eroding riverbanks, and anadromous fish passage (*River Rundown*, Conn. DEP).

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<sup>15</sup> The Connecticut River Navigator is Dan Burke, who is employed by the EPA and will work out of the US Fish and Wildlife Service Office in Hadley, Massachusetts.

### **Evaluation Criteria**

A key responsibility that is usually assigned to an Open Space Task Force is to assess which parcels merit acquisition or preservation. This task is important for two reasons:

- 1) A successful open space program should be widely publicized. The municipality may contact landowners, or landowners may approach the town to inquire whether their land merits protection. It is important that the land evaluation process be clear, thorough, and public, so that it is not perceived as overly politicized.
- 2) The municipality should ascertain, to the extent possible, whether specific financial will help the community to achieve its open space goals.

An *Evaluation Criteria* tool can help a municipality address these concerns. An *Evaluation Criteria Tool* is a list of questions that is applied to each parcel under consideration; typically, responses are numerical scores. The scores are tallied, resulting in an overall score for each parcel. This tool can be applied to subdivision open space, potential municipal acquisitions, or proposed easements. This tool requires decision-makers to apply an objective set of criteria, so that parcels are consistently evaluated.

Several communities in the Capitol Region, and numerous other organizations, have developed such a tool. Three examples are provided here: South Windsor and Mansfield, Connecticut, and Sudbury Valley Trustees (a land trust in Massachusetts).

- 1) *Town of South Windsor (Attachment 24)*: This is probably the most sophisticated tool used in the Capitol Region. It is considered very useful. The tool has required testing and debugging, and still may not capture strong negative and positive features of a parcel (Banach). An advantage is that it poses questions that assess how well the parcel may serve its intended use, and function as public open space. This tool assigns scores for each criterion, which are tallied into a total score. The score range is -2 to 2; 0 is neutral. The members of the town's *Open Space Task Force* apply the tool to each parcel, and for each potential use of a parcel – a lengthy process.
- 2) *Town of Mansfield (Attachment 25)*: The Town of Mansfield developed a *Matrix for Evaluating Open Space* parcels. The matrix includes thirteen criteria that are scored from 1 to 5. This tool measures how well a proposed parcel may achieve open space goals and objectives.
- 3) *Sudbury River Valley (Attachment 26)*: This complex tool that incorporates a *score* and *weight* for each criterion. Each criterion receives a score from 1 to 10; 10 is highest. The criteria are also assigned weights ranging from 1 to 4. For example, flood control is an important value, and thus is assigned the highest weight, 4. The score for flood control is multiplied by 4, thus increasing the importance of the flood control value. This type of tool requires extensive use and recalibration so that it accurately reflects parcel qualities and community values.

### **Scenic Features and Vistas Inventory**

An inventory of a town's scenic features is a site-specific technique that can help a town set priorities. In the Town of Kent, a landscape consultant was hired to select the top twenty areas that define the town's scenic and rural character. The land trust made direct contact with landowners of priority sites. The Town of Warren undertook a similar process. The Enfield Workshop participants indicated that an informal inventory was recently undertaken in Enfield.

## **AGRICULTURAL IMPLEMENTATION TOOLS**

A municipality must address two broad issues to develop a comprehensive agricultural preservation program:

- 1) Preserve land for agricultural use.
- 2) Promote the viability and competitiveness of local agricultural operations.

A community should define objectives to achieve these goals.

A range of local, state, and federal agencies, and non-profit organizations support farmland protection. Most funding comes from the state and federal levels, but it is very limited. Many planners believe that more can and should be done to preserve farms at the local level.

A community that undertakes a farm preservation program should begin by evaluating how well state and federal programs are achieving objectives. Next, the community can develop a task force or subcommittee to identify the weaknesses in existing programs. It is critical that local farming families are involved in the process.

There are three primary agricultural markets in Enfield:

- Dairy
- Tobacco (primarily shade-grown)
- Vegetables, fruits, and specialty crops

Each market may require different strategies.

## **NON-REGULATORY TOOLS**

### **State of Connecticut Farmland Protection Program: Purchase of Development Rights**

#### **How it Works**

The Department of Agriculture has administered this voluntary program since 1978.<sup>16</sup> Its primary goal is to buy development rights to farmland to ensure the state's long-term food production capability (Connecticut General Assembly, p. 20). "Purchase of Development Rights" (PDR) means that the right to develop is acquired by the State from the landholder for perpetuity. The landowner must use the land for agricultural purposes, but retains other traditional ownership rights, except the right to develop or subdivide. In return, the farmer is paid the value of development rights, valued as the difference between the farm's "fair market value" and the value of the land as restricted to agriculture. The land remains on the tax rolls.

A farmer typically approaches the Department of Agriculture to apply for PDR status. Applications are evaluated against specific criteria, and the program is highly selective. Market value is determined by outside appraisal. Final negotiations between the Department of Agriculture and the landowner result in a sales price (Connecticut General Assembly, p. 21). A formal title survey and search is required, and a closing is held to record the deed and compensate the farmer for the development rights. Thus, it is an involved procedure. According to John Filchak of the *Northeastern Connecticut Council of Governments*, communities rely too heavily on this tool.

<sup>16</sup> Law creating PDR program is C.G.S. Sec. 22-26aa to -26jj.



### Funding

This program is funded primarily by State bonds. The Department of Agriculture is also authorized to co-purchase development rights with municipalities. P.A. No. 84-184 authorized municipalities to establish agricultural land preservation funds (*Attachment 27*). Municipalities may submit a project for joint funding by meeting these requirements:

- 1) Have a policy in support of farmland preservation, either:
  - a. Policy in plan of conservation and development or
  - b. Open space plan that designates farmland for preservation
- 2) An agricultural land preservation fund<sup>17</sup>
- 3) An applicant who has voluntarily agreed to sell development rights to the municipality
- 4) A committee or agent designated by the municipality with the authority to negotiate to purchase development rights

The towns of Shelton and Wethersfield have implemented such funds. The fund may be used to implement other preservation tools, as well. The State may also issue a “letter of intent” to non-profit organizations to solicit their support.

### Advantages:

- Permanent and effective.
- Provides immediate funds for farmer.
- Funding may be drawn from a range of sources.
- Program has preserved 26,000 acres of farmland in Connecticut.

### Disadvantages:

- Expensive; never enough funding to address all critical parcels.
- Does not address issue of how to keep farming competitive.
- May encourage residential development adjacent preserved space.
- Can be used for speculative purposes.
- Farmer’s future equity is decreased.

Some of these disadvantages are addressed by implementing *Lease of Development Rights*. With this technique, a farmer gives up development rights for a defined time period (between 5 and 15 years), and in return receives a lease payment and reduced property taxes. This spreads out payment for the easement by a managing organization. The farmer retains development rights, therefore, the farm is only temporarily preserved (Solloway and Nolon).

### Current Implementation in Enfield

Five farms in Enfield have sold their development rights (*Table Five*), resulting in approximately 761 preserved acres. Numerous farms have applied to the program, but funding is so limited that this may not result in much additional protected farmland. The Town does not have a *Municipal Farmland Preservation Fund*.

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<sup>17</sup> Agricultural Land Preservation Fund can be funded through: 1) gifts made for agricultural land purposes; 2) grants/loans for such purposes; or 3) municipal appropriation (Connecticut General Assembly, p. 24).

**Table 5: Farms in Enfield in State Farmland Preservation Program**

(As of 7/18/99)

Ref. No.	Landowner	Date of Convey- ance	Land Record Citation	Parcel Reference	Acreage♣	Map Survey Citation	Property Address	Crop/Use
1	Christian, Arthur Christian, Daniel Christian, Richard Christian, Ronald	4/25/91	Bk 635, p. 166	1	103.5	Vol. 229, p. 3454	Fletcher Rd.	N
2	Collins, John M. Collins, Mavis J.	5/26/92	Bk 709, p. 89	A B C	160.13 2.58 5.80	Vol. 229, p. 3453.	Abbe Hill Rd., Powder Hill Rd.	N
3	Janssen	N	N	N	65.9	N	Town Farm Rd.	N
4	Pinney, Harriet	11/10/93	Bk 481, p. 905	W. Central: North:	80.13* 156.98**	Vol 2081, p. 2081- 2083	107 Maple & Fletcher Rd.	Horse farm
5	Pinney, Leland	11/10/83	Bk 481, p. 927.	East: Central:	40.65*** 596.29*	Vol. 202, p. 2128 & 2130	107 Maple & Fletcher Rd.	N
6	REM Motor Rental Valley Farms (Moser, Ben Moser, Jim Moser, Roger)	9/9/93	Bk 811, p. 106	N	? (1 <sup>st</sup> piece) 84.64 224.89	Vol. 231, p. 3557 & p. 3558	Fletcher Rd.	Tobacco
<b>TOTAL PROTECTED FARMLAND IN ENFIELD = 761.5 ACRES</b>								

SOURCE: Town of Enfield Assessor's Office.

N: Information not obtained.

\* Only a small percentage of parcel is in Enfield; majority is in Somers.

\*\* Approximately half of parcel is in Enfield; remainder is in Somers.

\*\*\*Parcel is entirely in Town of Somers.

♣ Acreage value may not reflect subdivisions.

*Transfer of Development Rights* is a similar tool that is less frequently used. First, the community identifies “sending” and “receiving” zones. The sending zones offer development rights for purchase, and the receiving zones, identified for additional development densities, purchase the rights. This program is generally implemented on a county-wide scale. The Town of South Windsor pursued it, but found that it was not feasible.

**Public Act 490 (or “Differential Tax Assessment”)**

This program seeks to reduce the tax burden on farmers and foresters to increase the viability of farming. Enacted in 1963, *P.A. 490* “provides for assessment of farm, forest, and open space land on the basis of its current use rather than market value” (Gibbons, T6). The State Tax Department and the Department of Agricultural Economics at the University of Connecticut establish the recommended use values for local assessors. It can be argued that this policy promotes tax equity, because agricultural land requires few public services.

### How it Works

An interested landowner submits form M-29, available in the assessor's office, between September 1 and October 31.<sup>18</sup> The assessor uses specific criteria to determine whether the land qualifies as farmland.<sup>19</sup> Different types of land and crop production are assigned different "use values." A landowner remains enrolled unless the land use or ownership changes. If a participating landowner sells land that has been registered for less than ten years, a conveyance tax is imposed, based on sales price and length of participation.<sup>20</sup>

An assessor has discretion in implementing P.A. 490, and how the assessor implements it is critical to its success. If an assessor is able to educate and guide participants, the effectiveness of the program can be enhanced (Kovac).

### Advantages:

- Helps to postpone sales of agricultural land due to financial burdens.

### Disadvantages:

- A temporary tool.

### Current Implementation in Enfield

P.A. 490 is implemented in Enfield for all three uses: farming, open space, and forestry. Virtually all agricultural land is enrolled (*See Map 1*). There may be potential to solicit wider involvement by landowners under the forestry provision.

### **Increasing Viability: Alternative Marketing Strategies**

Agriculture is a land use *and* a business. To generate more income, farmers may consider expanding their land use to include agriculturally related businesses, or "Alternative marketing strategies." These actions should be considered:

- 1) Changes to ordinances to allow appropriate alternative uses;
- 2) Identify funding sources for capital improvements, business start-up, and advertising;
- 3) Whether the farm at an appropriate location to attract visitors.

### **Tourism**

There are numerous ways to promote agricultural tourism (*Attachment 28*), and these techniques are being promoted across Connecticut. However, there are many operational and financial issues to consider when implementing these techniques (*Attachment 29*).

### **Acquisition and Lease-back**

Many communities in the Capitol Region have acquired landmark farms and leased them back to farmers. First, a municipality acquires a farm to prevent its sale or development. Planners agree that farm management is complex, and a farm's use needs to be assessed *prior* to acquisition. Towns generally do not have the capacity to manage farms, and thus leasing is a good option. In rare cases, land trusts may manage farms.

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<sup>18</sup> Precise deadlines may be subject to change.

<sup>19</sup> Section 12©107b of General Statutes provides definition of farmland; and definitions in Chapter 1, Section 1 of the C.G.S. are relevant to interpretation of term "farmland."

<sup>20</sup> Passed in 1972 as P.A. 72©152, "An Act Establishing a Conveyance Tax on Classified as Farm, Forest, or Open Space at Time of Transfer of Change in Classification."

**Community Supported Agriculture (CSA)**

There are between ten and twenty CSA's in Connecticut. Holcomb Farm in Granby is a successful model: it is cooperatively managed; brings in income; and serves a broad spectrum of the community. It incorporates a range of land uses.

**How it Works**

Two study committees developed a multidisciplinary land use plan for the farm. Diverse community demands for the use of the land were balanced (Schumann). The farm sells shares to members early in the season, and members receive a share of the harvest. Three hundred families and eleven urban agencies participate. The Farm does not rely on the Town for funding. The Board reports to Selectmen on an annual basis. The Farm is managed through a combination of volunteer and professional assistance. Six members of the Board of Directors are appointed to oversee various aspects of the Farm, such as environmental education, arts, buildings and grounds, and fund raising. Professional directors manage the Environmental Learning Center and Arts Center. A Farm Manager, hired by Hartford Food Service, oversees farming and coordination for social service agencies.

**Financial Support/Business Planning**

- 1) *Farm Viability Programs*. In Massachusetts, the Department of Agriculture manages a program in which farmers are given assistance to learn how to develop a business plan, with funding to implement the plans (and a stipulation to stay in farming for ten years). A similar program is being developed in Connecticut under the auspices of the Department of Agriculture.<sup>21</sup>
- 2) *Local Business Incentives*. These include small business loans, support programs, advertising support, and access to Chamber of Commerce and Economic Development resources.
- 3) *Economic Development Industry Cluster*. A study is underway to define agriculture as an industry cluster. This will allow farmers access to economic development funding.

**Estate Planning**

Estate taxes may be so high that farmers feel obligated to sell to keep their estate solvent. If a conservation easement is applied to the land, it can be assessed at the lower "use value." An alternative is to donate the easement to a receptive land trust.

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<sup>21</sup> A workshop will be conducted in October or November, 1999.

## **Section Four: OPEN SPACE PLANNING BY COMMUNITIES IN THE CAPITOL REGION**

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Capitol Region communities are a valuable source of information for open space plans and policies. The communities' regulations, policies, and tools were studied and evaluated, and interviews were conducted with planners and administrators to understand how the programs work in practice. Each town must create a program that is in line with its development patterns, goals, and institutional mechanisms. However, these general observations should be useful to any community.

### **FARMINGTON**

#### **CONTEXT**

The Town of Farmington has an active and established open space program. The Farmington River and its expansive floodplain form the core of the network, supplemented by numerous private and public preserves. Private holdings include: the Hillstead Museum, the Winding Trails Association, and Farmington Memorial Forest. Public holdings include: Tunxis Golf Course, Tunxis Mead Park, State land, and a large swamp sanctuary. A substantial percentage of private open space (73%) is publicly accessible.

While the Town has a substantial core of open space, it now seeks more outlying pieces to expand the network and protect more features (Dolphin). Priorities include: riverbank stabilization, ridgeline protection, and flood control.

#### **IMPLEMENTATION TOOLS**

##### **1) Fee Simple Purchase**

- Most town-owned land was purchased with grants, which require a local match.

##### **2) Agricultural Preservation**

- Town purchased prime farms in floodplain that are leased to farmers at below-market rate.
- Most farmland is registered in P.A. 490 program.

##### **3) Conservation Easements**

- Easements provide additional protection for subdivision wetlands.
- Town does not promote use of easements in subdivisions due to difficulty in monitoring.
- Town plans to inventory easements.

##### **4) Subdivision Regulations**

- Planners recommend a case-by-case review to determine best tool (Dolphin).

##### **5) Trail Development**

- Use "Protection of Valuable Site Resources" clause in subdivision regulations and coordination with Connecticut Forest and Parks Association to preserve Metacomet Trail.
- Seek to preserve a 100' wide swath around trail, where possible.

##### **6) Land Trust**

- Farmington Land Trust maintains land and easements.
- Trust is not pro-active, and is under-funded (Dolphin).

**Additional Tools**

- Flood standards exceed FEMA standards.
- Clustering tools are required in some areas for ridgeline protection.

**PROCESS**

The *Open Space Acquisition Committee* implements the Open Space Plan. Its membership includes: Council members, two conservation commission members, two land trust representatives, ex officio town representatives, and professional staff. The process is guided by an “Acquisition List” and specific objectives. The List identifies parcels and the means to preserve them (*Attachment 30*). The “Planning Objectives” prioritizes open space objectives and provides implementation tools (*Attachment 31*).

**CRITICAL ELEMENTS**

The definition of specific objectives provide the framework for implementation of the Plan (Dolphin). The list of objectives is clearly defined, and thus the Committee can focus on implementation. The Plan of Conservation and Development includes an excellent map of parcels to be preserved. The Town also is committed to preserving environmental features through subdivision regulations.

**GLASTONBURY****CONTEXT**

The Town of Glastonbury has undergone steady development, but has succeeded in preserving a large percentage of natural features and passive recreation space. Prominent features include: village character; a wide Connecticut River flood plain; numerous streams and brooks; and highlands with abundant habitat. With visionary perspective, the Town’s Conservation Commission, residents, and officials identified open space as a priority in the early 1960’s (Leslie). The community sought to preserve corridors and the Eastern Highlands, and provide hiking trails.

**IMPLEMENTATION TOOLS****1) Easements**

- Most effective for small areas or pockets of land.
- Educate landowners in effective stewardship.
- No minimum open space requirement in subdivision regulations, but Town routinely acquires substantial dedications through negotiation with developers.
- Realtors promote the value of lots that have conservation easements.

**2) Land Trusts**

- Town has two well-established land trusts.
- Landowners prefer dealing with non-profits rather than government.
- Volunteers provide depth of knowledge and commitment.

**3) Bonding**

- Use to obtain larger, critical lands.
- Authorized by referendum to buy pieces under \$600,000.
- Allows town to act quickly as important parcels come on the market.

## **PROCESS**

Procedural aspects of the town's planning process support open space acquisition:

- Environmental Planner on staff.
- Conservation Commission forwards recommendations on open space acquisitions to the Council.

## **CRITICAL ELEMENTS**

This Town's commitment to open space planning is evidenced by its open space planning document, incorporated into the Plan for Conservation and Development. It includes:

- An inventory that identifies land by: recreation value; development value for town facilities; significant scenic, topographic, conservation, or wilderness value; significant historic or archaeological value (Glastonbury Plan of Development).
- A strong environmental analysis component.
- Specific policies for individual watersheds.
- Specific streambelt, greenway, and open space policies defined for each planning area (suburban, fringe suburban, rural, town center, employment).

Community Development Director Kenith Leslie identified additional features that contributed to the Town's success:

- Visionary participants thirty years ago.
- The ability to compete with the private sector for prime parcels.
- Alternative tools such as conservation easements and land trusts, that tap into private sector skills and reduce government intervention.

## **TOWN OF GRANBY**

### **CONTEXT**

Granby has a population of approximately 9,000, and low-density development. There are significant agricultural tracts, horse farms, and wildlife habitat. Several private open space holdings, such as the McLean Game Refuge and Holcomb Farm, are critical components of the open space network. The Town utilizes the "corridor" concept, and plans for regional connections.

### **IMPLEMENTATION TOOLS**

The Town implements its program based on: subdivision regulations, land trusts, and municipal parks. In this small town, bonding does not play a large role. It does not grant many small conservation easements.

#### **1) Subdivision regulations**

Flexible Residential Development (FRD) – implemented in 1993

- Important component of open space planning.
- Permits reduction in lot size, shape, and location while maintaining overall density.
- Requires 50% of site preserved as open space.
- Planners are fairly satisfied with the regulations, but wish to improve the quality of open space to make it more functional.
- Mandatory in "Recreational Overlay Zone," with some exceptions.
- Favor control of open space dedications by homeowner associations rather than by conservation easements.

## **2) Land Trusts**

- *Granby Land Trust* is primary organization; McLean Land Trust also operates a large preserve.
- Land trusts holds some land as fee simple, but primarily hold conservation easements.
- Provide critical pieces of open space network.
- Town has procedures to assist individuals with the gifting process.

## **3) Agricultural Preservation**

- Holcomb Farm, a 320+ acre, historic farm deeded to the Town and leased back by *The Friends of Holcomb Farm, Inc.*, a private, non-profit organization.
- Activities include:
  - Environmental learning center that works directly with school systems, and provides workshops, classes, and a summer camp
  - Arts Center that seeks to build community interest in fine arts and indigenous crafts
  - Community-based agriculture: *Hartford Food Systems* contracts to farm 16 acres using organic techniques, and Hartford social service groups and Granby shareholders receive a share of food production
  - Haying and grazing programs
  - Timber management
  - Trails for hiking, skiing, horseback riding, and bird watching

## **PROCESS**

Francis Armentano, Community Development Director, strongly recommends an inventory early in the process that identifies wetlands, floodplains, and steep slopes. This undevelopable land provides the spine of the future open space network. Then, commission members and planners can proceed to identify potential open space corridors. In addition, large vacant parcels should be identified, so that open space planning for those areas is anticipated. Agricultural preservation is an important component.

## **CRITICAL ELEMENTS**

The Town's open space planning process is characterized by:

- A successful effort to link open spaces.
- Active land trusts.
- Definition of a per capita open space standard; open space acquisition has outpaced population growth.
- Innovative cluster zoning regulations.
- A range of tools.

## **MANCHESTER**

### **CONTEXT**

The Town of Manchester features land use patterns that are fairly equally distributed between urbanized, fully suburbanized, and suburban. In this respect, Manchester is similar to Enfield, although Manchester is more densely developed, and lacks substantial agricultural land. Prominent features include: Buckland Hills retail area, industrial parks, and the convergence of several interstate highways. Natural features include: Case Mountain and the Hockanum River. There is a bikeway in the Interstate 384 right-of-way.

Manchester completed a Master Plan for Parks and Open Space in 1997. It involved many municipal interests including: Parks and Recreation, Conservation Commission, Planning and Zoning, Land Trust, and the Board of Education. The Plan included an inventory of open space and analysis of future demand.



Subcommittees were convened to address each element. Neighborhood Plans were developed concurrently with the Master Plan for Open Space.

The Town determined that the level of active recreational facilities is adequate, yet realized that facilities need to evolve to meet current needs. The community has a well-developed system of bikeways, greenways, and trails. Community facilities serve as the locus point in each neighborhood, and are equitable distributed. The community seeks to improve linkages between the network and destination sites, such as schools, employment centers, and residential areas. In summary, open space is a strong community design element in Manchester.

The Hockanum River Greenway is a model for greenway planning. This extensive system of 290 preserved acres is nearing completion. The Plan defines goals for the Greenway: secure additional parcels along the Greenway; create critical trail connections; and connect the greenway to neighboring towns. The Plan also supports land acquisition and trail expansion at Case Mountain Park.

## **IMPLEMENTATION TOOLS**

### **1) Citizen Involvement**

- Town garnered recognition for extensive volunteer efforts in creating and maintaining trails and greenways (Manchester Plan of Conservation and Development, p. 5).
- Volunteer efforts were effective in creating Hockanum Trail Greenway.

### **2) Conservation Easements**

- Conservation Commission and volunteers secured easements for trail systems.

### **3) Subdivision Regulations**

- Subdivisions require 20% open space dedication.
- Dedicated land is almost exclusively used for active, rather than passive, recreational facilities.
- Consensus that zoning regulations could be improved to address open space issues.
- Grappling with the issue of access from subdivisions to open space network.

### **4) Land Trust**

- Acquired 100 acres of land that is primarily wetlands, and thus not suitable for trails (Pellegrini).

### **Alternative Techniques:**

- Council is considering various fiscal techniques to fund open space acquisition.

## **CRITICAL ELEMENTS**

The Plan provides a clear definition of how open space can serve the community. There is strong integration between overall town planning, public facilities, and neighborhood planning. Mark Pellegrini, Director of Community Development, notes that it is important to create a good, clear plan, with well-defined objectives and supporting graphics.

## **SOUTH WINDSOR**

### **CONTEXT**

South Windsor is primarily a suburban community, with existing agricultural activity. The Town has a large industrial district in the west near the Connecticut River. The Town experienced substantial development activity in the late 1980's, and this pace of development continues.

South Windsor residents approved a bonding referendum for open space acquisition in the late 1980's. The Town acquired a key parcel in the town center, and public support for open space acquisition grew. A committee was convened to address the issue of encroachments by subdivisions onto town land. It became clear that a comprehensive review of open space was required (Banach). An Open Space Task Force evolved, and became a standing committee of the Town Council in 1996 (Banach).

## **IMPLEMENTATION TOOLS**

### **1) Subdivision Regulations**

- This is the primary tool in South Windsor's program, and has produced some good quality open space, and some of poor quality.
- New cluster regulations (similar to those in Granby) were adopted to improve the quality of subdivision open space.
- Open space is typically held as fee simple; easements are not frequently used.
- Open space is commonly used as a buffer between developments.
- Seek to improve the delineation of rights-of-way through site design (Banach).

### **2) Criteria for Review of Open Space**

- This unique tool was developed by the planning staff to evaluate all potential open space dedications (*See Evaluation Tool, p.32*).
- Fourteen questions are posed for each parcel, and numerical ranking provided. The fourteen questions are applied against six proposed uses (agriculture, diversity, habitat, active recreation, passive recreation, and scenery/vista).
- The property receives an overall score; a score for individual uses; and a score for potential versatility.
- It is an effective tool that still needs periodic calibration.

### **3) Bonding Authority**

- Recently passed referendum for 4 million dollar bond for open space.
- Try to maintain a reserve of one to two million dollars for acquisitions and matching.

### **4) Open Space Policy Implementation Program**

This was developed and implemented by the Open Space Task Force to accomplish the goals of *Subdivision Open Space Use and Maintenance Ordinance*.

- Define a system for marking open space properties.
- Monitor encroachments.
- Review change of use proposals.
- Prepare plan and policy recommendations for fee-in-lieu of open space funds to present to Council.
- Modify *Evaluation Criteria* as required.
- Undertake public education program.

### **5) Land Trust**

The Town has a land trust that is not considered active (Banach).

## **PROCESS**

The *Open Space Task Force* is composed of ten members, one each from: Planning and Zoning; Wetlands; Parks and Recreation; and the Agricultural Preservation Advisory Board, as well as three residents and three staff members. The Council is considering the addition of representatives from the Land Trust and Chamber of Commerce (Banach). The Task Force meets twice a month, which is not quite sufficient, but avoids overloading the volunteer task force. Primary duties include: reviewing open space proposals, developing the

open space master plan, and pursuing the Implementation Program. The Task Force reports to the Council on the Implementation Program each October. There is a good working relationship between the two boards.

The Planning and Zoning Commission reviews subdivision proposals, and refers open space dedications to the Task Force for review. The Task Force applies the Criteria, and issues a recommendation to the Planning and Zoning Commission. The Commission may renegotiate with the developer. The Task Force has proved to be an invaluable resource. The Council is very reliant on the Task Force, and the process is working well (Banach).

### **CRITICAL ELEMENTS**

The *Open Space Task Force* function is critical to implementation of open space planning. The role and duties of the Task Force are well defined, yet not burdensome, and the program draws on existing town functions. Director of Planning Marcia Banach indicates that regulations are the primary tool, but a town needs a “big picture” plan for implementation. In South Windsor, this is achieved by Open Space, Agricultural Preservation, and Parks and Recreation Master Plans that are incorporated into the Plan of Conservation and Development. This comprehensive approach benefits the town when it applies for outside funding.

The *Evaluation Criteria Tool* also makes this program unique. The tool insures that all decisions are subject to objective review, decreasing the likelihood of deviation from plan goals. ■

## **Section Five: APPENDICES**

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## Section Six: REFERENCES

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### CONFERENCES

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<sup>22</sup> Packet of information containing numbered fact sheets – an extremely useful resource. Can obtain by calling NEMO at (860)345-4511.

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(conducted by Karen Berchtold)

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Clapper, Rob. Department of Environmental Protection, Department of Parks and Recreation, July 29, 1999.

Bowers, Linda. Land Trust Service Bureau.

Connecticut Forest and Parks Association.

DeVoe, Mark. Town Planner, Town of East Windsor.

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Ruwet, Mark. Connecticut Farm Bureau Association.  
Tracy Terwilliger, North Central Connecticut Tourism Bureau.  
Therrien, Linda, Connecticut Greenways Council.  
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## TOWN OF ENFIELD

October 15, 2009

Honorable Member  
Enfield Town Council  
Enfield, Connecticut

**Subject:** Resolution to Accept the Assignment of 29 Pleasant Road Sewer Easement,  
from the State of Connecticut.

Councilors:

**Background:**

The owner of the 29 Pleasant Road, Stephen Mammano, contacted my office back in April, regarding the desire to connect to the Town's Sanitary Sewer. Currently, the septic system that services his house has failed resulting in the need for this connection. Running south (behind) of this house is an 8 inch PVC sewer line that is servicing an adjacent State-owned property. Public Works believes this line is of sufficient size and construction to handle the flow of sewerage and thus is the appropriate connection point for the resident.

However, this 8 inch line is presently owned and located in an easement area that is controlled by the State of Connecticut. Under the current state ownership, the resident would not be able to connect and would have to find a much more costly solution to the problem. The State of Connecticut, through the legislature, has agreed to transfer ownership of the line to the Town. The Town now needs to accept the assignment of the Pleasant Road sewer easement from the State of Connecticut to make this happen.

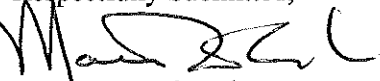
**Budget Impact:**

The Superintendent of the Water Pollution Control Facility feels there are negligible costs to the Town for the long-term ownership of the line. He indicated these lines have a long life expectancy and require little interim maintenance.

**Recommendation:**

It is recommended that the Town Council adopt the attached resolution.

Respectfully Submitted,



Matthew W. Coppler  
Town Manager

**Attachments:**

1. Resolution
2. Supporting Materials

**ENFIELD TOWN COUNCIL**

**RESOLUTION TO ACCEPT THE ASSIGNMENT OF PLEASANT ROAD SEWER  
EASEMENT FROM THE STATE OF CONNECTICUT TO THE TOWN OF ENFIELD**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS,** the Town of Enfield has a sewer trunk line that runs across property currently owned by Peter A. and Susan M. Starvish on Pleasant Road, which property is known as Lot 42 on Assessor's Map 14;

**WHEREAS,** the State of Connecticut also has an easement across the Starvish property for a sewer lateral that runs from 27 Pleasant Road to the Town's sewer trunk line, which easement was granted to the State of Connecticut by Inez B. Hayes in a Sewer Easement dated December 28, 1984 and recorded on April 3, 1985 in Volume 498, Page 687, a copy of the easement is attached and made a part of this resolution;

**WHEREAS,** the State of Connecticut's easement is shown in the Enfield Land Records in Book of Maps Volume 205, Page 2270, a copy of the map is attached and made a part of this resolution;

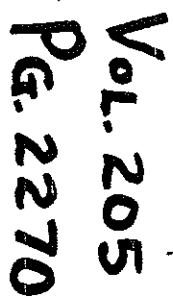
**WHEREAS,** Stephen V. and Kelli Mammano, the owners of 29 Pleasant Road, have reported that their home's septic system is failing and have asked for permission to connect their home's sewage system into the Town's sewer trunk line via the State's sewer lateral; and

**WHEREAS,** in order to facilitate this transaction, it has been proposed that the State assign the sewer easement to the Town and that the Town assume control of the sewer lateral within the easement area.

**THEREFORE BE IT RESOLVED,** that the Enfield Town Council does hereby agree to accept the assignment of the sewer easement and assume control of the sewer lateral, subject to the review and approval of the transfer documents by the Town Attorney, the Town's Director of Public Works and the Town's Superintendent of the Water Pollution Control Facility.

**BE IT FURTHER RESOLVED,** that the Town Manager is authorized to sign all documents necessary to effectuate this transaction.

Date Prepared:           October 15, 2009  
Prepared by:           Office of the Town Attorney



**JOHN J. CONNOLLY, JR.**  
 Route, Land Surveyor  
 348 Eastern Road  
 BROAD BROOK, CONN. 06016

UTILITY EASEMENT IN FAVOR OF  
THE STATE OF CONNECTICUT  
ON PROPERTY OF INEZ H. HAYES  
PLEASANT ROAD  
ENFIELD CONN.  
JULY, 1984

SEWER EASEMENT

KNOW ALL MEN BY THESE PRESENTS THAT INEZ H. HAYES OF THE CITY OF DAYTONA BEACH and STATE OF FLORIDA, hereinafter referred to as "the Grantor," for the sum of SEVEN HUNDRED DOLLARS (\$700.00) and other valuable considerations received to her full satisfaction of the STATE OF CONNECTICUT, acting herein by Elisha C. Freedman, Commissioner of the Department of Administrative Services, under the authority of Section 4-8 and Section 4-23b of the General Statutes, as amended, and Section 2(4)(2) of Special Act No. 82-46, as amended, does give, grant, bargain, sell and confirm unto the said STATE OF CONNECTICUT, its successors and assigns forever, a permanent easement and right of way to lay, maintain, operate, construct, use, inspect, alter, repair and replace a sanitary sewer line, and appurtenances thereto, in, through, on and over a certain piece or parcel of land hereinafter described, belonging to the Grantor, situated in the Town of Enfield, County of Hartford and State of Connecticut, on the southerly side of Pleasant Road. Said herein described easement area being a portion of the said premises of the Grantor conveyed to A. Allen Pascoe and Inez H. Pascoe, now known as Inez H. Hayes, by Quit Claim Deed in survivorship of Lillian S. Grant dated January 24, 1947 and recorded on January 30, 1947 in Enfield Land Records in Volume 86 at Page 319.

Also included is the permanent right of ingress thereto and egress therefrom the herein described easement area and to pass over the same with men and equipment and to operate equipment thereon for any of the aforementioned purposes. Also the further right, within the herein described easement area to cut trees and bushes, to excavate, to install temporary fencing, and to perform any other work necessary or convenient to accomplish the laying and construction of the aforementioned sanitary sewer line.

The purpose of said easement is to allow the connection of a sanitary sewer line from property of the State of Connecticut located on Pleasant Road to the existing sanitary sewer line of the Town of Enfield.

EXHIBIT 688

Said permanent easement is shown and designated as "PROPOSED 23' EASEMENT" on a certain map entitled "UTILITY EASEMENT IN FAVOR OF THE STATE OF CONNECTICUT ON PROPERTY OF INEZ R. HAYES PLEASANT ROAD ENFIELD CONN. SCALE 1" = 40' JULY 1984" certified to be in accordance with the standards of a Class A-2 Survey as defined by the Board of Registration For Professional Engineers and Land Surveyors by John J. Connelly, Jr. Registered Connecticut Land Surveyor No. 7381, which map is to be filed in the Enfield Land Records to which reference may be had.

Said easement area is more particularly bounded and described in Exhibit "A" which is attached hereto and made a part hereof.

By the acceptance of this grant, the Grantee covenants and agrees for itself, its successors and assigns to restore the premises of the Grantor in a safe, neat and orderly condition following the exercise of any of the rights herein granted.

The Grantor herein reserves to herself, and her heirs and assigns, the right to use the easement areas above described for such uses and purposes which do not interfere with the exercise by the Grantee, its successors and assigns, of the rights herein granted.

To Have and to Hold the above granted rights, privileges and authority unto the said STATE OF CONNECTICUT and its successors and assigns to its and their own proper use and behoof.

2081  
2270

1-24-85 DEC 1989

IN WITNESS WHEREOF, INEZ H. HAYES, has hereunto set her hand this 28<sup>th</sup>  
day of December, 1984

Signed, and Delivered  
in the Presence of:

Bernice A. Dawson  
Bernice A. Dawson

Ethel L. Hull  
Ethel L. Hull

Inez H. Hayes  
Inez H. Hayes

STATE OF FLORIDA

COUNTY OF VOLUSIA

} ss.

DECEMBER 28<sup>th</sup>, 1984

Personally appeared INEZ H. HAYES, signer of the foregoing instrument,  
and acknowledged the same to be her free act and deed, before me.

My Commission  
Expires:

David W. Hull  
Notary Public  
Commissioner of the Superior Court  
David W. Hull

NOTARY PUBLIC, State of Florida at Large.  
My Commission Expires May 29, 1988  
Bonded by AUTO MORTGAGE INSURANCE CO.

Accepted by the Department of Administrative Services:

By: Elvisha C. Friedman Date 1/9/85  
Elvisha C. Friedman  
Commissioner of the Department of Administrative Services

Approved as to form:

By: Elliot F. Gerson  
Elliot F. Gerson  
Deputy Attorney General

Date FEB 1 1985

EXHIBIT A

Description by metes and bounds of a permanent sewer easement to be granted to the State of Connecticut by Inez H. Hayes.

BEGINNING: At a mere stone which marks the southwest corner of land of the State of Connecticut and the northwest corner of the herein described easement area, which mere stone is 150.16 feet southeast of a mere stone set in the apparent street line of Pleasant Road;

THENCE: Southeasterly a distance of 25.00 feet to point;

THENCE: At an interior angle of 90°, a distance of 124.90 feet to a point;

THENCE: At an interior angle of 182° 15' 16", a distance of 115.98 feet to a point;

THENCE: At an interior angle of 39° 41' 46", a distance of 19.18 feet to a point;

THENCE: At an interior angle of 230° 18' 14", a distance of 12.75 feet to an iron pin;

THENCE: At an interior angle of 90°, a distance of 101.71 feet to a mere stone;

THENCE: At an interior angle of 177° 44' 44", a distance of 125.39 feet to a mere stone which marks the point and place of beginning.

RECEIVED FOR RECORD  
ATTEST

APR 03 1985 6:12:51 PM  
TOWN CLERK  
*Michael Alfano*





**McCarthy, Debra**

---

**From:** Coppler, Matthew  
**Sent:** Thursday, October 15, 2009 6:09 PM  
**To:** McCarthy, Debra  
**Subject:** Fw: Fencing-Sledding Area-Town Farm Rd.

-----  
Matthew W. Coppler  
Town Manager  
(860)253-6350

---

**From:** Joey Bosco  
**To:** Coppler, Matthew  
**Sent:** Thu Oct 15 13:34:22 2009  
**Subject:** Fw: Fencing-Sledding Area-Town Farm Rd.

----- Original Message -----

**From:** Vinnie Grillo  
**To:** joseph@boscosautomotive.com  
**Sent:** Thursday, October 15, 2009 12:27 PM  
**Subject:** Fencing-Sledding Area-Town Farm Rd.

Fencing bid for Town Farm Road recreation area.

To install 260ft of pressure treated guardrail 50'x160'x50' using 8"x8"x72" mortise post and 4"x8"x10' rails attached w/ 1/2x6" Galv.Lags

Material=\$3987.64

Labor=Donation to Town of Enfield

East Coast Vinyl fence&decks would ask if we may have sign stateing project was donated.

**East Coast Vinyl Fence & Decks, LLC.**

6 Simon Road

Enfield, Connecticut

06082

(860)265-3280

(860)265-3282 Fax

10/16/2009



**reference**

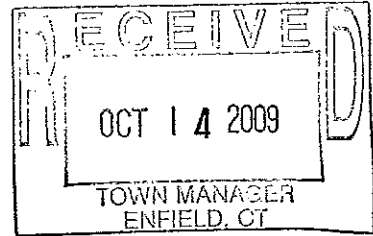


Leadership 10/14/09



# TOWN OF ENFIELD

## APPLICATION FOR VACANCY ON AGENCIES, BOARDS & COMMISSIONS



Name Gary Sullivan Date \_\_\_\_\_

Address 151 Green Manor Road

Telephone (Home) (860) 749-6427 (Work) (860) 745-9511

Email Address gsulli7369@aol.com Occupation retail sales

Registered Voter X (Yes) \_\_\_\_\_ (No) Party Affiliation Republican

Agency, Board, or Commission Interested In: Building Code Appeals  
Board

New Appointment \_\_\_\_\_ Reappointment X

If this is a reappointment, please list the number of meetings attended during the last 12 months. 0

Please outline your qualifications and how you feel you would contribute to the Agency, Board or Commission. Civil Engineering Degree

Have you ever served on an Agency, Board or Commission in Enfield or elsewhere? No

If yes, please state the name of the Agency, Board or Commission and the time served. no

If the Agency, Board or Commission which you requested has no more vacancies, would you consider appointment to another? yes

PLEASE MAIL TO:

TOWN MANAGER'S OFFICE  
TOWN OF ENFIELD  
820 ENFIELD STREET  
ENFIELD CT 06082

THANK YOU FOR YOUR INTEREST  
IN THE TOWN OF ENFIELD



McCarthy, Debra

Resignation  
Loan Review Committee

Subject: FW: application for reappointment

-----Original Message-----

From: mtl6271@cox.net [mailto:mtl6271@cox.net]  
Sent: Wednesday, October 07, 2009 9:53 PM  
To: Tucker, Mariann  
Subject: RE: application for reappointment

Mariann,

No, I won't be able to finish the term . I have stepped down as of the last meeting. I did talk to Peter about it.

Thanks,

Mary Lavorgna

----- "Tucker wrote:

> Hi Mary,  
>  
> Do you wish to finish your term which expires on 12/31/09? Thanks.  
>  
>  
> Sincerely,  
> Mariann Tucker  
> Town of Enfield  
> Town Manager's Office  
> Executive Secretary  
> (860) 253-6353  
> (860) 253-6310 - fax

> -----Original Message-----

> From: mtl6271@cox.net [mailto:mtl6271@cox.net]  
> Sent: Wednesday, October 07, 2009 9:36 AM  
> To: Tucker, Mariann  
> Subject: application for reappointment  
>  
> To whom it may concern,  
>  
> I Mary Lavorgna wish no longer to be on the The Loan Review Committee.  
>  
> Sincerely,  
> Mary Lavorgna